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?`

1. Please locate the folder `LaTeX_Workshop` on the CD and copy it to your Desktop, this folder contains all the tutorials, please locate `LaTeX-Win.wmv` in folder `02-MiKTeX`

2. Please listen to the video `LaTeX-Win.wmv` until 1:04 minute, when there is a mention of `What is Compilation?`. Pause this video at this time.

3. Listen to the video `compiling.mov` which is available in folder `01-compilation` - just listen once. Do not attempt to re-do it on MiKTeX yet.

4. Continue with `LaTeX-Win.wmv` from where you left. Follow the installation procedure for MiKTeX and TeXNicCenter. As the setup files for installing MiKTeX and TeXNicCenter are already available, you do not need to download them, but only install them. Please install them as suggested in this video.

5. If Adobe reader is already installed on your system, pause `LaTeX-Win.wmv` at 10:52min only. You would now have MiKTeX, TeXNicCenter and Adobe reader, configured as in this video.

6. Please locate the file `hello.tex` in folder `01-compilation`.

7. You may now repeat whatever the video `LaTeX-Win.wmv` says from 10:52min to 16:12min.

8. If the Adobe reader is not installed on your system, you may consider installing `sumatra` pdf reader, as per the instructions given in the video `LaTeX-Win.wmv`, from 20:00min till the end of this video. Follow only the sumatra installation part - the source file is given to you. You only need to *listen* to other instructions. For example, do not attempt to work with letter.tex or report.tex yet.

3 Procedure for letter writing

1. 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.

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

3. 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.

4. 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` and possibly, `MiKTeX-update.wmv` in folder `02-MiKTeX`.

1. If your system has only a basic MiKTeX installation, you may get an error message that `cclicenses.sty` is not found or something like that.

2. The above will happen if a package is not installed. To install the missing packages, please listen to `MiKTeX-update.wmv` in folder `02-MiKTeX` and follow the instructions. 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`.

3. We have provided the file `cclicenses.sty` in sub-folder `06-equations` for your convenience.

4. From now on, you should follow the procedure discussed in the above two bulleted points whenever a package is missing.

5. 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 and install the missing packages.

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

- In case of any warning that some package is not found, please see the instructions for the tutorial `equations`, given above and install the missing packages.

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

- In case of any warning, such as `beamer` is not found, please see the instructions for the tutorial `equations`, given above and install the missing packages.