Please follow the below Instructions to modify content (**ONLY INDENTATION**) for Guidelines Manual, Appendix-B and Appendix-C.

**Step 0: Create GitHub Account**

1. Create GitHub Account
2. Share your account with [kpappu@swingtech.com](mailto:kpappu@swingtech.com)
3. Add GitHub account to stussc/ussc repository
4. Setup GitHub desktop tool on your desktop
5. Fetch the latest code from Github stussc/ussc repo from the ‘master’ and link that to a local repo on your desktop
6. Files affected – gl.json
7. Open gl.son

**Step 1: Identifying the content with indentation issues**

1. Go to <https://www.swingtechsolutions.com>
2. Click on Guidelines Manual
3. Click on Chapter 5, Part-A, any section or guideline. For example [§5B1.1 -Imposition of a Term of Probation](https://swingtechsolutions.com/gl/%C2%A75B1.1) or [§5B1.3 -Conditions of Probation](https://swingtechsolutions.com/gl/%C2%A75B1.3)
4. Verify the indentation of the content (target) by comparing the section or guideline content with this PDF (source): <https://www.ussc.gov/sites/default/files/pdf/guidelines-manual/2016/GLMFull.pdf>
5. If the target does not match with the source, please modify the content.

**Step 2: Modifying the content with indentation issues**

1. Once you have the gl.json file open using a text editor like SubLime, please take the “content” portion and copy it to a new file (so that you can make changes to this), you don’t have to save this untitled version of it as you would be copying the “content” for other chapters into this new untitled as you fix each chapter
2. Also, open <https://html-online.com/editor/> and copy the “content” portion of the html to the right side portion of this editor and on the left side of the window you will see the WYSWYG content.
3. Now, remove any “<blockquote>” and “</blockquote>” tags anything above “Commentary” portion of the content (for guidelines manual, it may be different for Appendix-B & Appendix-C).
4. After removing “blockquotes” as mentioned in task #3 above, for all right indentations, replace current <p> with <p style='padding-left: 30px;'>. For another level deeper, replace by <p style='padding-left: 60px;'>, for second level deeper, replace by <p style='padding-left: 90px;'>
5. At each step of the modification, copy the content to the <https://html-online.com/editor> to verify your work and repeat the steps 3 and 4. Steps 3 might not be repeated unless you missed something before.
6. After you have converted everything, please verify using the html online tool.

**Step 3: Validate JSON**

1. After the html modification is complete, replace the html content that you modified into the gl.json “content” portion
2. Copy the whole gl.json content and paste it into <https://jsonlint.com/> and validate JSON
3. If its valid JSON, go back to your github desktop and commit the file and push the file via GitHub Desktop
4. Remember all changes to guidelines will be done to gl.json file

Repeat the above steps 1 to 3 through other guidelines.