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Procedure for Publishing a Technical Report

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As of the 8th of November, a FTP server site has been prepared for the electronic distribution of technical reports published by ÚTIA. Authors who wish to take advantage of this system are requested to follow the procedure herein when publishing their reports.

Step 1 Complete your report using LaTeX. *In this procedure it will be referred to as* `report.tex`, *although you may use whatever name you please.*

Step 2 Go to the library, and ask for a research report number.

Step 3 Change your working directory to that which contains your TeX file `report.tex`

Step 4 Copy (*DO NOT MOVE!*) the contents of the file

```
/usr/local/ftp/cover_template.tex
```

to your `report.tex` file. The contents of the template file should be placed directly between the

```
\begin{document}
```

and the

```
\maketitle
```

command of your `report.tex` file. This add two standard cover pages to your report.

Step 5 Change the information in these cover pages appropriately. The necessary changes will be the authors' name, the report title, the report number and the report date. The area to be changed in the template file is clearly marked by comments.

Step 6 Enable your `report.tex` to read in encapsulated postscript files. This can be accomplished by changing the line

```
\documentstyle[11pt]{article}
```

to

```
\documentstyle[11pt,epsf]{article}
```

This works equally well for articles printed in 11 point and 12 point.

Step 7 Recompile your LaTex file `report.tex` and check to make sure that it is to your satisfaction.

Step 8 Produce a postscript file of your report. This can be done by typing the command `on visla dvips report -o` This will produce the file `report.ps`

Step 9 Compress the postscript file. This may be done via the command `compress`. Typing the command

```
compress report.ps
```

will produce the file `report.ps.Z`

Step 10 *This step must be followed carefully.* Copy the postscript file of your report to the `ftp` directory. The file name must have a certain format, which contains the technical report number. This insures uniqueness and prevents other files from being over-written. In the following sub-procedure, the report will assumed to have the report number 1234. Type the following command `rlogin visla` . Again, change your working directory to that which contains the compressed postscript file `report.ps.Z`. Next type the command

```
mv report.ps.Z /users/ftp/pub/reports/utia1234.ps.Z
```

Step 11 Send a copy of the section of your `report.tex` file that contains its title, authors, date, and abstract via *e*-mail to `tichavsk@utia.cas.cz` This will be included in the `Abstracts.ps` file available for electronic transmission. This information is normally contained in the first 4 pages of your `report.tex` file.

Step 12 You're done!