



How to update Aero-Webb's installation documentation

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1. Retrieve the source files (in Word format) of the documentation to be updated:

- Standard:
 - File: `2M_IN_Aero-Webb_<version_AW>_v<version_doc> (Installation_EN).docx`
 - Location: [on Sharepoint](#)
then go to the subfolder : `<version_AW>/Sources`
- Optimal:
 - File: `2M_IN_Aero-Webb_OPTIMAL_<version_AW>_v<version_doc> (Installation_EN).docx`
 - Location: [on Sharepoint](#)

2. Increment the version number present in the file name.

Note

To be done only if this is the first change concerning a new version of AW. For possible future changes relating to this same version of AW, the version number of Word documents must not be incremented again.

3. Make the desired changes (in the 2 documents: Standard and Optimal), then:

- a. Update the title block "Updates":
 - i. by adding a new line,
 - ii. and indicate:
 - i. the version number of the document,
 - ii. the update date,
 - iii. chapters created or modified (with link to these chapters).
- b. Update doc version (incrementally):
 - i. in the advanced properties of the document, update the "version" property: Menu "File/Information/Properties/Advanced properties", next choose last tab;
 - ii. next, in the title block at the page header, **by pressing the F9 key** in the field under the "Version" label.
 - iii. and in the title block at the page header, **by pressing the F9 key** in the field at the right of the "Document" label.
- c. Update document change date:
 - i. in the advanced properties of the document, update the "date" property: Menu "File/Information/Properties/Advanced properties", next choose last tab;
 - ii. and in the title block at the page header, **by pressing the F9 key** in the field under the "Revision date" label.
- d. Throughout the document, remove the existing yellow highlightings, corresponding to changes in the previous version of the document.

- e. Highlight new features in yellow: chapter title (if the whole chapter is new), paragraphs, sentences or words added or modified.
4. Upload updated files to Sharepoint:
 - location for the standard: [here](#), then go to the subfolder `<version_AW>`.
 - location for Optimal: [here](#)
 5. Have the updated Word documents (and uploaded in Sharepoint) validated by Marc and Jonathan: change the associated Jira tiket status to "Completed".

**Note**

Validating a document involves updating the approval date in the "Date" column of the "validation document" cartridge and add the "Approved" label in the "Visa" column of the same "validation document" cartridge.

6. Once validated, generate, or have Marc or Jonathan generate, the PDF file of these documents (from Word, by export to PDF format).
7. Once the PDF files are generated:
 - a. they should be placed in the same folder as the Word files, under Sharepoint;
 - b. the Word file for the Standard documentation should be moved to the `<version_AW>\Sources` subfolder under Sharepoint (here it's the `7.8\Sources` subfolder);
 - c. Word and PDF files from previous version must be moved to the respective `Archives` subfolders present under Sharepoint.
8. Create an MR, from the "master" branch of the [v7-backend-delivery](#) GitLab repository, which will integrate the new version of the documents in PDF format (ONLY), replacing the version already present, knowing that:
 - the standard installation documentation must be filed under the [TEMPLATE/Aero-Webb_documentation](#) folder.
 - Optimal installation documentation should be filed under the [TEMPLATE/Aero-Webb_documentation/optimal](#) folder.
9. If the "aerowebb.properties" configuration file is affected by all or part of the changes, then they must be integrated into the MR by updating the 3 "aerowebb.properties" files accordingly:
 - a. [aerowebb-brasidas.properties](#)
 - b. [aerowebb-optimal.properties](#)
 - c. [aerowebb.properties](#)
10. Become a reviewer and assign yourself to the MR so you can take it quickly.
11. Once the MR has been taken, a new docker image will be built automatically with the new documentations and the "aerowebb.properties" files.
12. To finish, drop a message in the TEAMS "[AW04 – Product Documentation \(e.c\)](#)" channel to alert Arnaud about the update of the Aero-Webb's installation documentations.