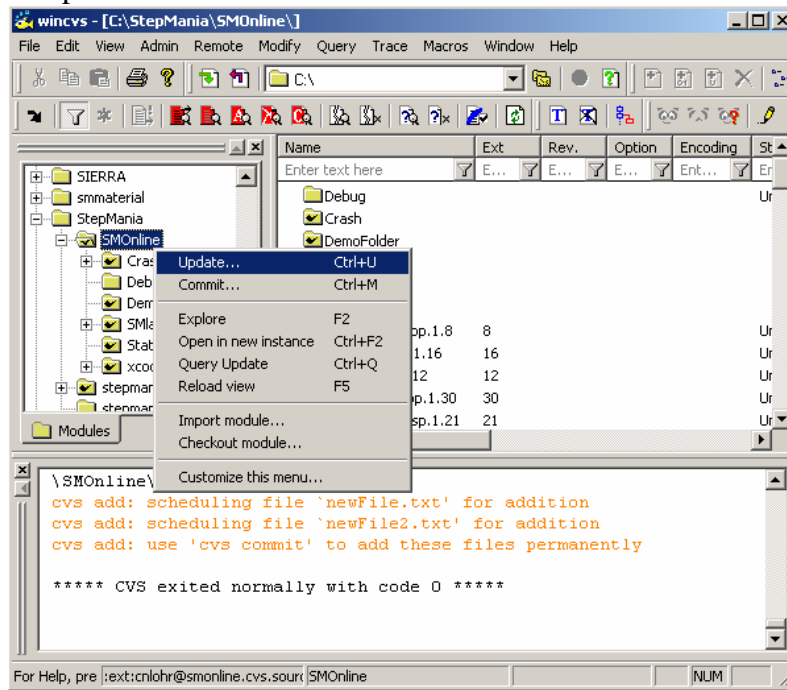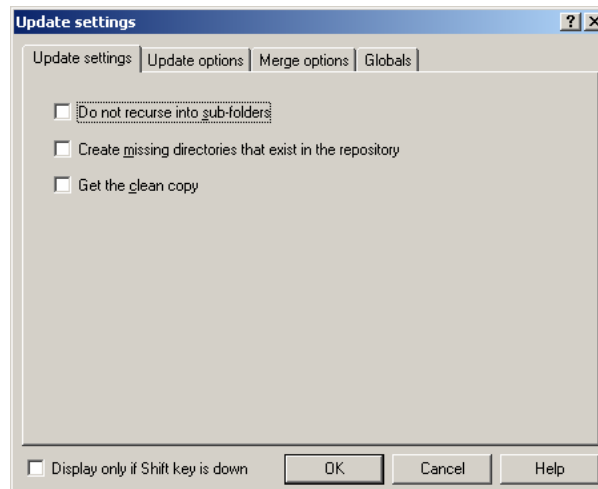**NOTE:** This is a supplementary guide to using CVS. You must first have CVS installed, and your project checked out in order for this guide to be useful. **NOTE:** This is PRELIMINARY and NOT EDITED.

Section 1: Updating

1) Open WinCVS, and right-click on the folder you would like to update (on the side bar). Then, Select the Update… option for that folder.
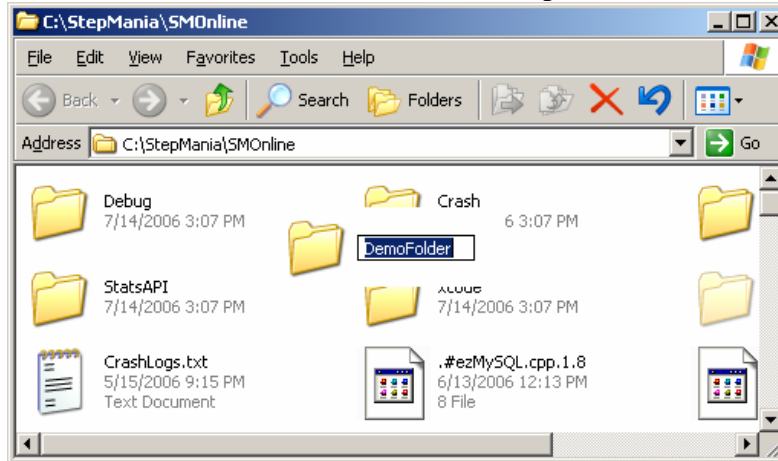
2) Next, you will be presented with the following prompt. Generally you should click "Create missing directories that exist in the repository" so that any new folders will be put on your computer. You may click "Get the clean copy" if you wish to undo any changes you have made. Also, there will be back up files kept of your modifications. When done, click ok, and log in. Your update will begin.
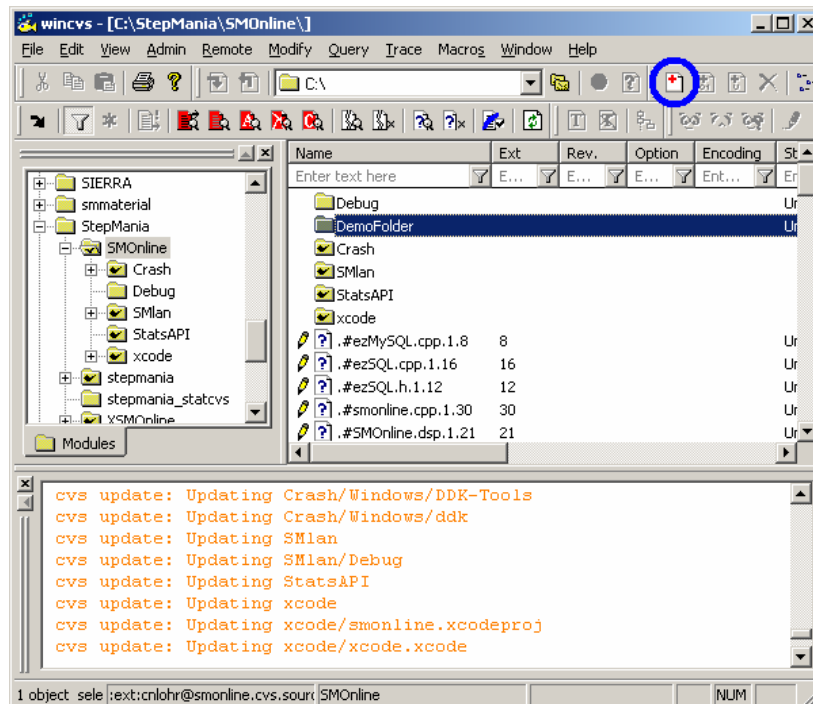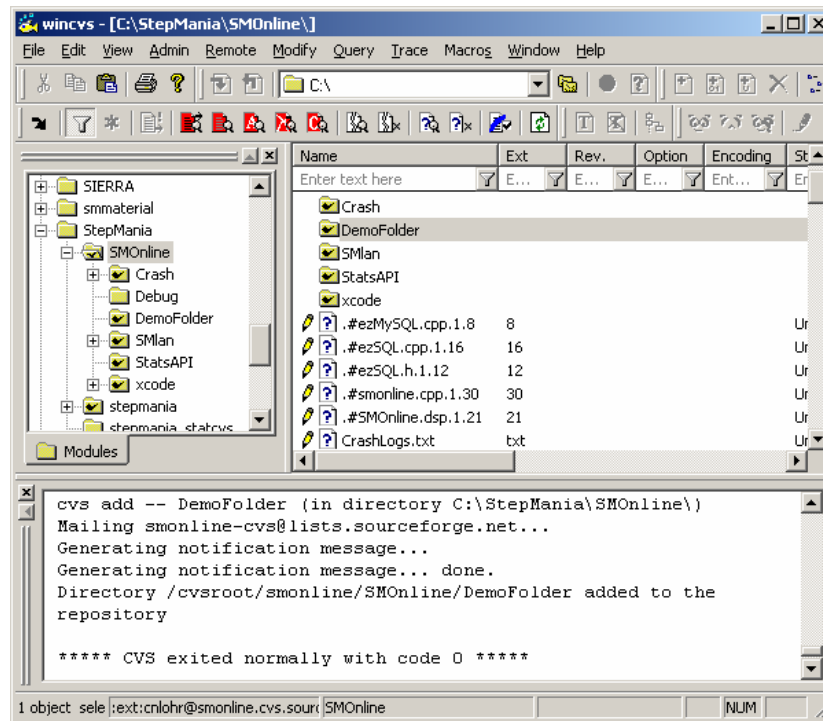
Section 2: Adding Folders

1) First, you must make sure you already have the folder you wish to add on your hard drive. If you need to add a folder, make sure to make a new on in Explorer.

2) Next, open WinCVS and go to the folder you've already checked out where your new folder resides. Then select it in the **Main Window** only.
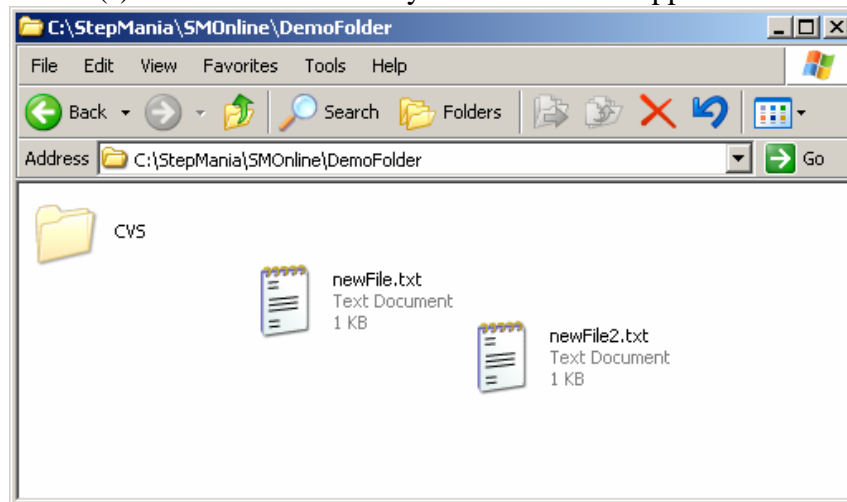

3) Note that I have circled the "Add Selected" button in blue. Once your folder is selected, please press this button. You will be presented to log into your account. Proceed to log in. Now, your folder should appear with a check mark next to it. This indicates that it is part of the repository now. It should look like below:
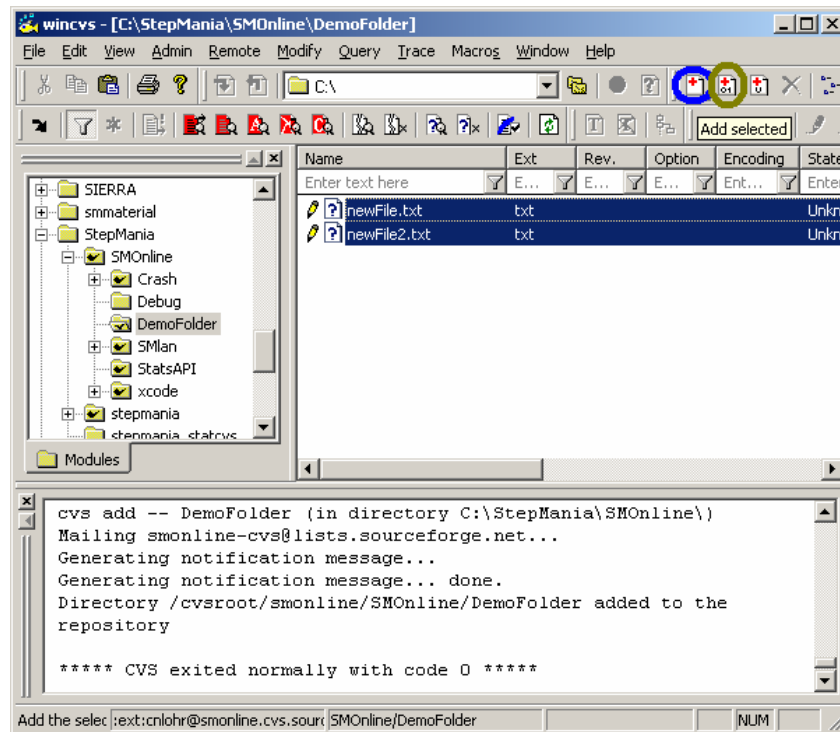
4) Also take note to any prompting below in the status area.

Section 3: Adding Files

1) Make sure your file(s) are in the folder that you want them to appear in when in CVS.
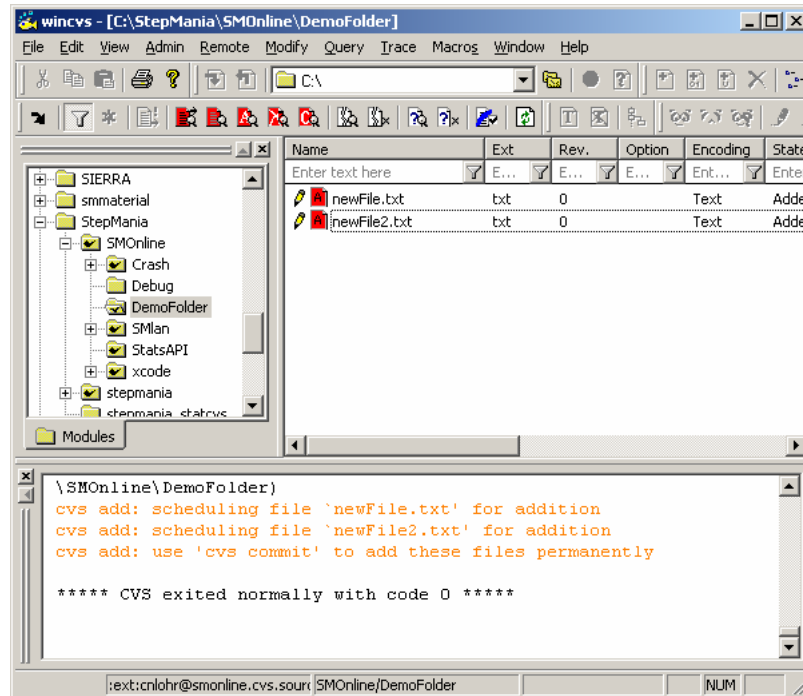

2) Next, in WinCVS open the folder that you've added the file in, then select it as well as any other files you wish to add. You may add as many different files of the same time as you wish at one time.

3) **THIS STEP IS CRITICAL!** You must now decide whether to add your file as Binary or Regular.

- **Binary**: Add file in manner that preserves every byte in the file. This is useful for **Images, Sound, Data and Executables**. This does not permit "diff's," so any files that are commonly changed will be difficult to monitor when committed in Binary.
- **Regular/Text**: Add file in a manner that does NOT preserve the exact file. This will BREAK Images, Sound, Data and Executables! This is useful however for **Code, Plain Text Documents**.

4) Once you have decided which type of file to add your files as, click their respective button, the regular (circled in blue), or binary (circled in brown). You will be prompted to log in. Once logged in, your files will be added and will appear in Red.
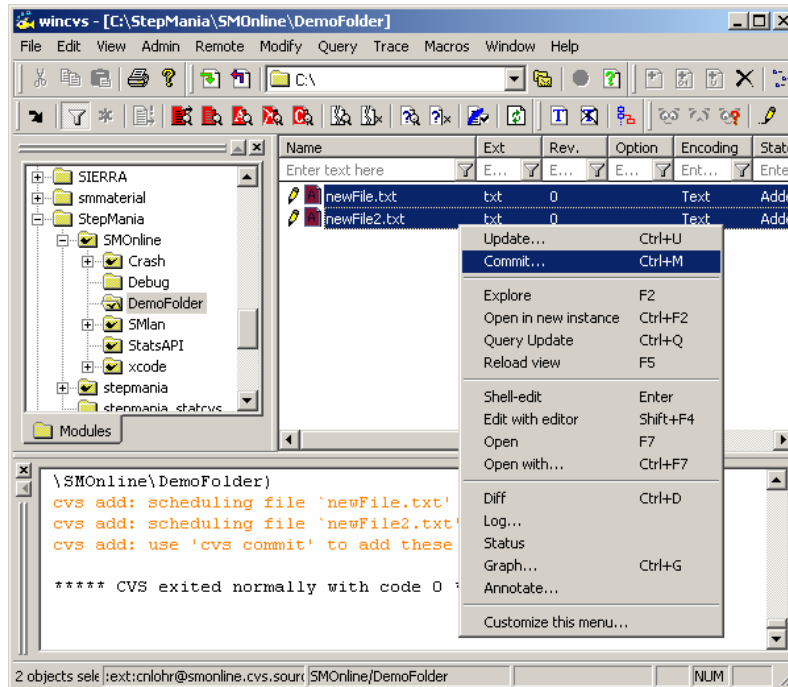
5) Select all of the files in red, and proceed to Section 4 to commit the files.
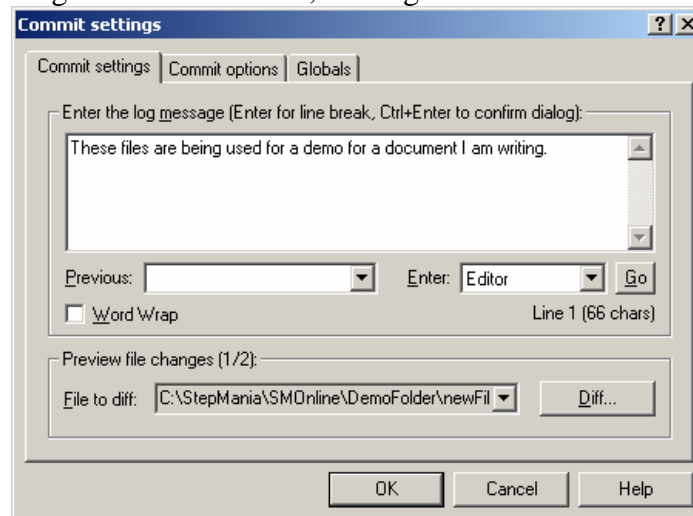
Section 4: Committing Files

NOTE: You commit files when you have made changes to them and would like to change the CVS repository to reflect your changes. ALSO, when you add files, they are not committed to begin with and are not sent to the repository, you must commit them when adding them.

In general, and files that are different from the server copy have a red icon next to them.

1) Select the files you wish to commit. Right-click on them and select the Commit… Option. (See image on next page)

2) You will then be presented with a box asking you for a "Log Message." You should fill it out with a brief message explaining what you are doing. On most projects, one or two sentences are acceptable for log messages. Then click OK, and log in.
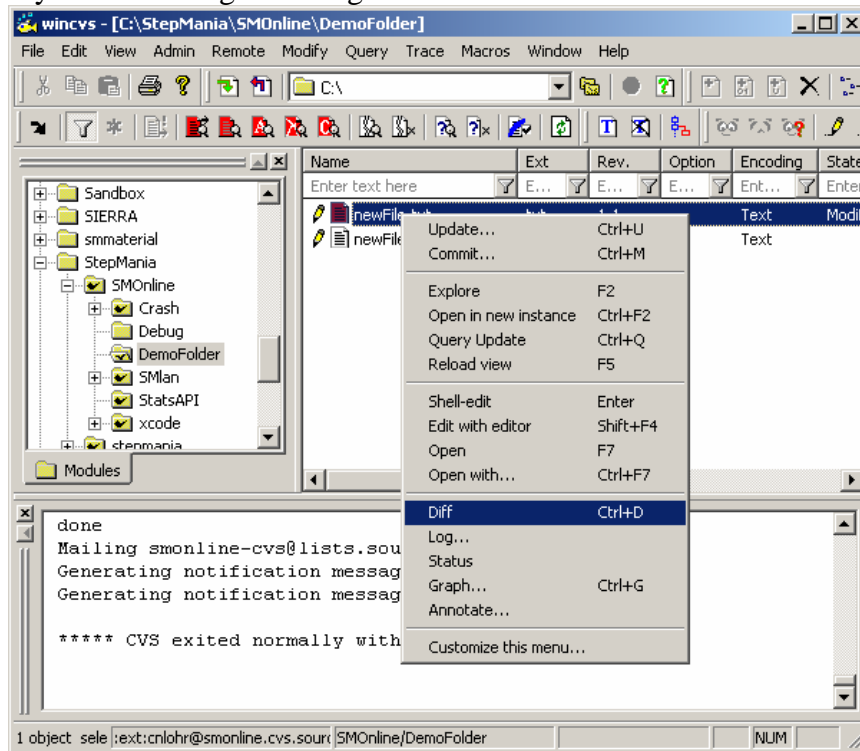

3) Your files should now appear with a white icon next to them.

Section 5: Diff Command (Text mode files only)

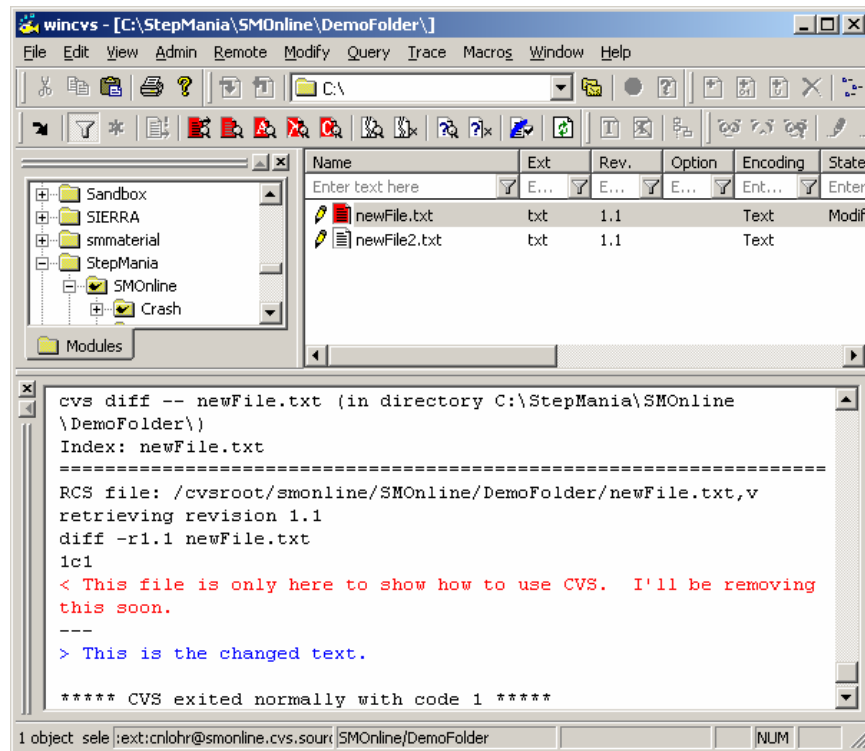When you modify a file locally, they appear highlighted in red. You should check what you are changing before you commit the change.

1) Select the file you have changed and right-click on it. Then select Diff from the pop up menu.

2) You will be presented with a Diff dialogue box. You will have the option to diff a number of different ways. This shows the power of CVS to be able to give you information at any second in the history of a project. For this demo, we will only be covering how to diff your changes to the current tree. All you have to do is click OK. You will be prompted to log in, do so.

3) WinCVS will write out in the window below a diff of the two files. Any text in Red is text you are removing from the project. Any text in Blue is text you are adding the project.

4) If you are satisfied with these changes, you can then commit the file(s).