

L^AT_EX hands-on tutorial

Online workshop for international students 2020
by Learning Support Desk at the Kyoto University Main Library



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Lecturer: D2 Hayato Hashimoto

About lecturer

Hayato Hashimoto (Doctoral course)

Graduate School of Informatics

Interest: Language & Meaning

©NASA

Goal

- You understand what is LaTeX
- You can use Overleaf (online LaTeX editor)
- You can write a document with text, title, headings, math formulas, figures & tables using LaTeX

What is LaTeX?

What is LaTeX?

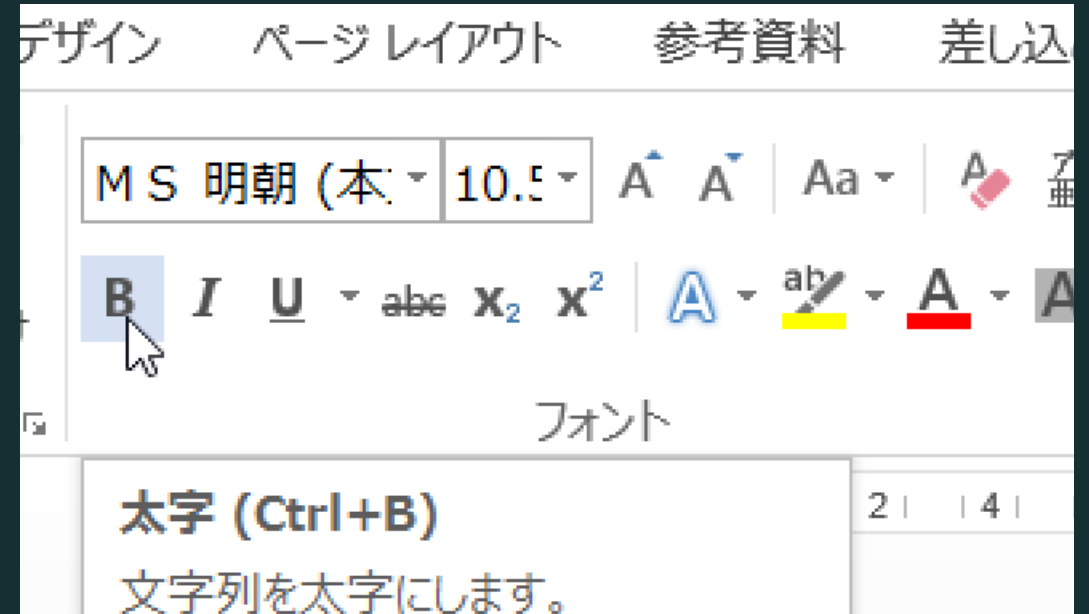
LaTeX is a typesetting software

Typesetting software:
making (layouting) reports, articles,
books

Microsoft Word vs. LaTeX

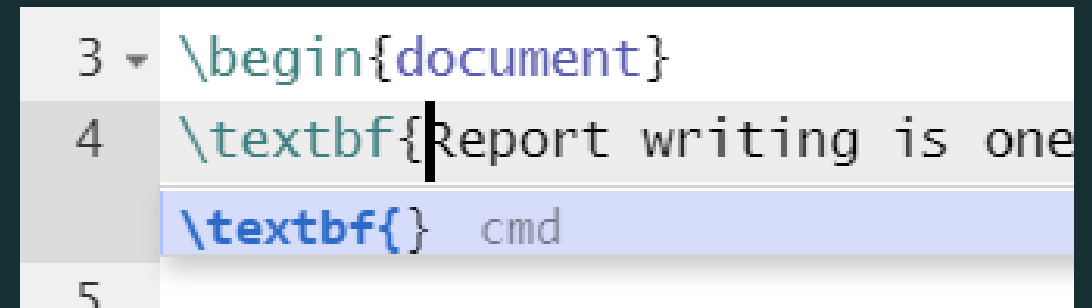
Word

Text formats specified
by GUI buttons etc.



LaTeX

Text formats specified
by plain text *commands*



LaTeX is a converter

.tex file

PDF file

```
\documentclass{article}
\usepackage[utf8]{inputenc}

\title{Advances in the Report Writing}
\author{Hayato Hashimoto}
\date{April 2019}

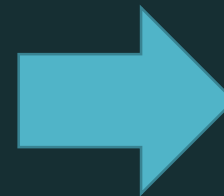
\begin{document}

\maketitle

\section{Introduction}

\end{document}
```

convert



Your Paper

You

June 19, 2018

Abstract

Your abstract.

1 Introduction

Your introduction goes here! Some examples of commonly used commands and features are listed below, to help you get started. If you have a question, please use the help menu (?) on the top bar to search for help or ask us a question.

2 Some examples to get started

2.1 How to add Comments

Comments can be added to your project by clicking on the comment icon in the toolbar above. To reply to a comment, simply click the reply button in the lower right corner of the comment, and you can close them when you're done.

2.2 How to include Figures

First you have to upload the image file from your computer using the upload link in the project menu. Then use the includegraphics command to include it in your document. Use the figure environment and the caption command to add a number and a caption to your figure. See the code for Figure 1 in this section for an example.

2.3 How to add Tables

Use the table and tabular commands for basic tables — see Table 1, for example.




Figure 1: This frog was uploaded via the project menu.

LaTeX is a converter

.tex file

PDF file

Specifies

Title

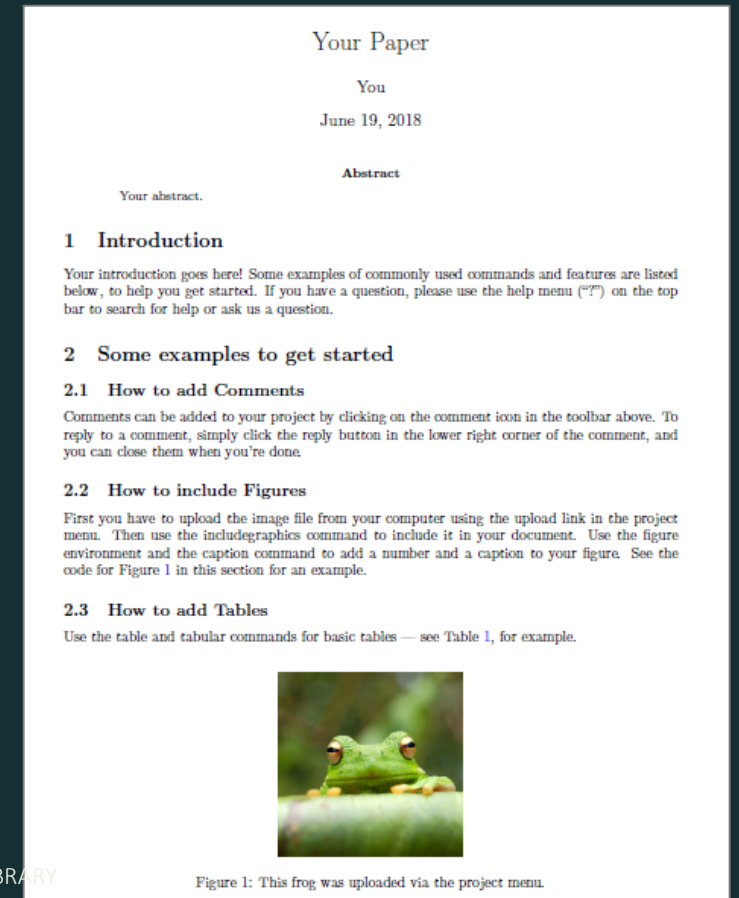
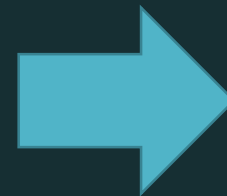
Paper Margins

Headings

Main text

Fonts

convert



Converter “What you MEAN is what you get” vs. GUI “What you SEE is what you get”

Pros:

- Good-looking auto-layouting by default
- Explicitly written styles
- No hassle with buttons/dialog boxes

Cons:

- Manual adjustments of layout can be time-consuming

LaTeX is ...

... was developed by a mathematician

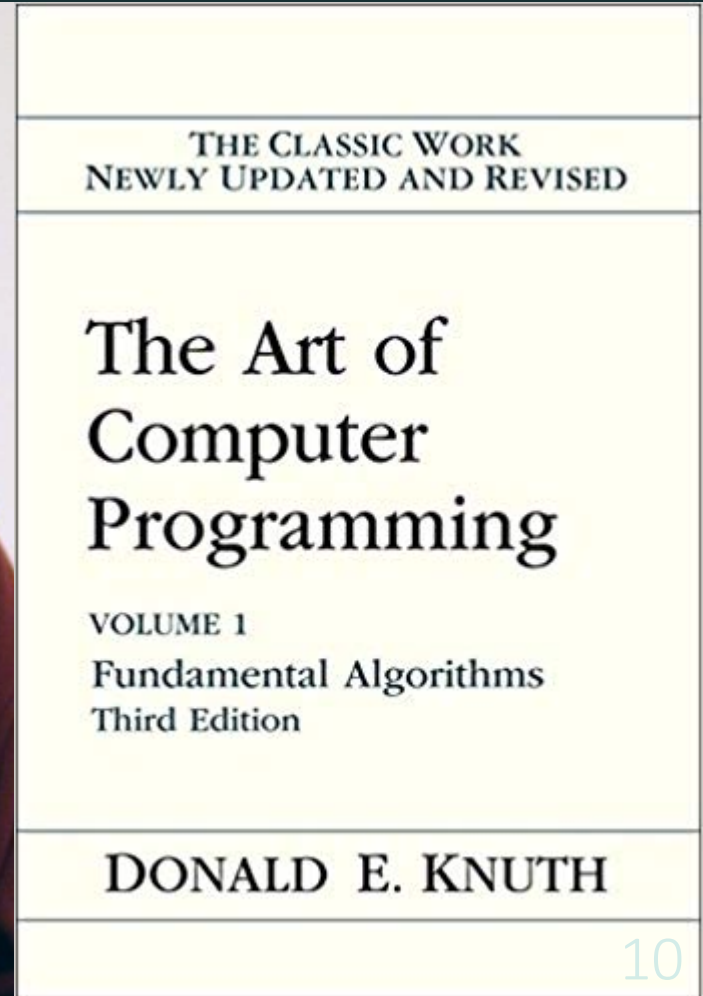
good display of math formula

... has a long history

accepted by journals

functionalities

extended by users



LaTeX is ...

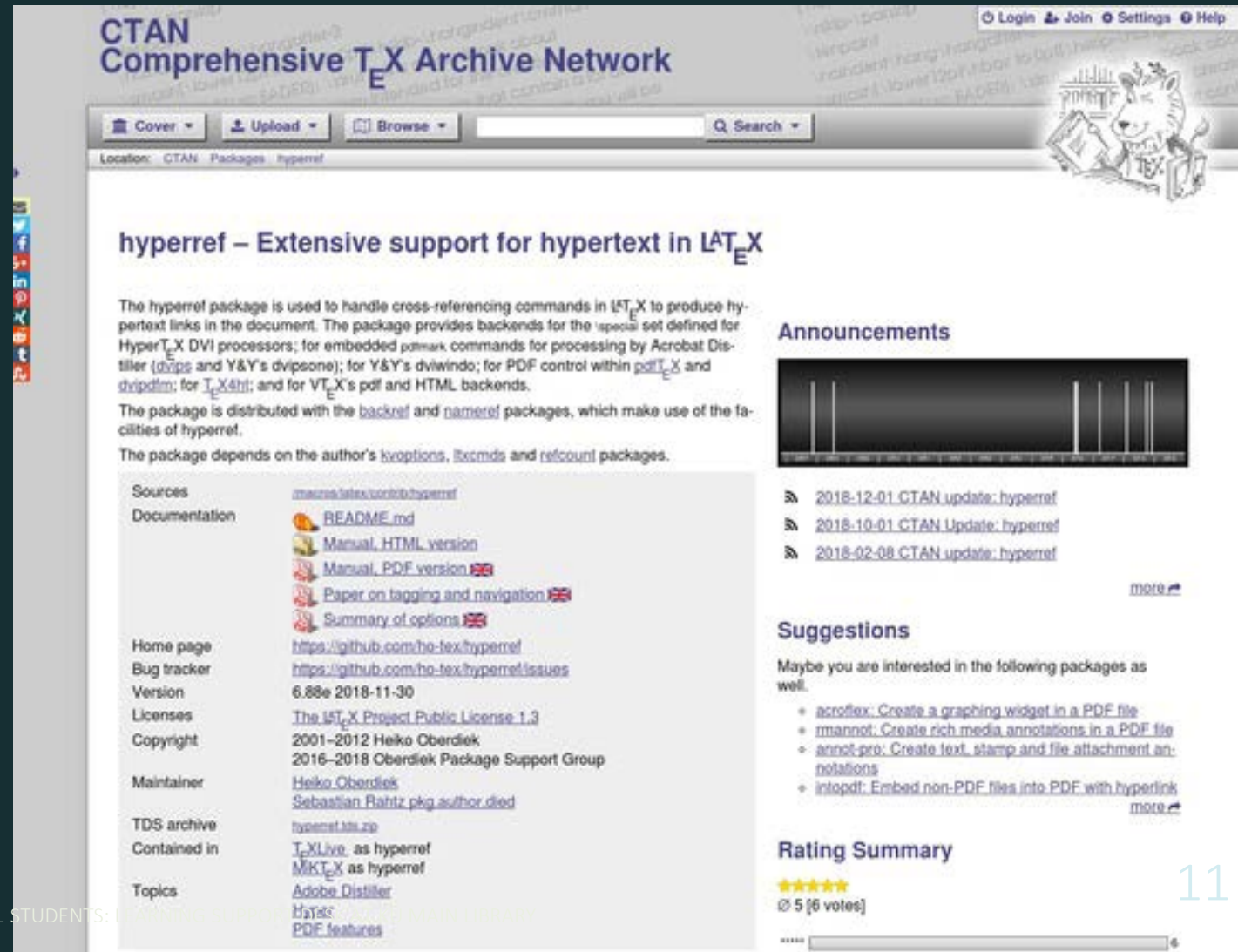
has “macro” extensions
users can add new
functionality

has various “packages”
Users can utilize ready-
to-use macro packages
shared by LaTeX users.

2020/11/11

ONLINE WORKSHOP FOR INTERNATIONAL STUDENTS: LEARNING SUPPORT FOR MAIN LIBRARY

Source: CTAN.org



The screenshot shows the CTAN (Comprehensive T_EX Archive Network) website page for the 'hyperref' package. The page title is 'hyperref – Extensive support for hypertext in L^AT_EX'. The page content includes a description of the package, its dependencies, and a list of sources and documentation. The 'Sources' section lists 'macro/latex/contrib/hyperref' and various documentation files like 'README.md', 'Manual, HTML version', 'Manual, PDF version', 'Paper on tagging and navigation', and 'Summary of options'. The 'Home page' is 'https://github.com/ho-tex/hyperref' and the 'Bug tracker' is 'https://github.com/ho-tex/hyperref/issues'. The 'Version' is '6.88e 2018-11-30'. The 'Licenses' are 'The L^AT_EX Project Public License 1.3'. The 'Copyright' is '2001–2012 Heiko Oberdiek' and '2016–2018 Oberdiek Package Support Group'. The 'Maintainer' is 'Heiko Oberdiek' and 'Sebastian Rahtz pkg.author.died'. The 'TDS archive' is 'hyperref.tds.zip'. The 'Contained in' section lists 'T_EXLive, as hyperref', 'M_KT_EX, as hyperref', 'Adobe Distiller', 'H_ATeX', and 'PDF features'. The 'Topics' section is empty. The 'Announcements' section shows three updates: '2018-12-01 CTAN update: hyperref', '2018-10-01 CTAN Update: hyperref', and '2018-02-08 CTAN update: hyperref'. The 'Suggestions' section lists 'acroffex: Create a graphing widget in a PDF file', 'rmannot: Create rich media annotations in a PDF file', 'annot-pro: Create text, stamp and file attachment annotations', and 'intopdf: Embed non-PDF files into PDF with hyperlink'. The 'Rating Summary' section shows a 5-star rating with 5 votes (6 votes total) and a progress bar.

Start LaTeX with Overleaf



Overleaf

Overleaf is a web application for editing LaTeX

- No installation needed
- Free of charge (basic plan)
- Multi-user collaborative editing
- Used by many academic authors (including me)

(just for reference) local PC installation

There are various *distributions* of LaTeX
(*distribution: LaTeX + packages + fonts + auxiliary softwares*)

Use: TeX Live 2020
(requires > 5GB of storage space for *full installation*)

Using

Overleaf



New Project

All Projects

Your Projects

Shared with

you

2020/11/11

Search projects...



Title

Owner

Last Modified

Using

Overleaf

You can edit here

PDF preview

The screenshot displays the Overleaf web editor interface. At the top, the title "Advances in the Report Writing" is visible. The interface is split into two main sections: a source code editor on the left and a PDF preview on the right. The source code editor shows the following LaTeX code:

```
1 \documentclass{article}
2 \usepackage[utf8]{inputenc}
3
4 \title{Advances in the Report Writing}
5 \author{Hayato Hashimoto}
6 \date{April 2019}
7
8 \begin{document}
9
10 \maketitle
11
12 \section{Introduction}
13
14 \end{document}
```

The PDF preview on the right shows the rendered output of the code. It features a title page with the text "Advances in the Report Writing", "Hayato Hashimoto", and "April 2019". Below the title page, the first page of the document is visible, showing the section "1 Introduction". The interface includes a top navigation bar with "Menu", "Share", "Submit", "History", and "Chat" buttons. A "Recompile" button is also present in the top right of the editor area. A file explorer on the left shows "main.tex" selected.

Using



PDF preview update button

The screenshot displays the Overleaf web interface. At the top, the document title is "Advances in the Report Writing". The navigation bar includes buttons for "Menu", "Review", "Share", "Submit", "History", and "Chat". Below this, a toolbar contains icons for file operations and a prominent green "Recompile" button with a circular arrow icon, which is circled in blue. The interface is split into two main sections: a source code editor on the left and a PDF preview on the right. The source code editor shows the following LaTeX code:

```
1 \documentclass{article}
2 \usepackage[utf8]{inputenc}
3
4 \title{Advances in the Report Writing}
5 \author{Hayato Hashimoto}
6 \date{April 2019}
7
8 \begin{document}
9
10 \maketitle
11
12 \section{Introduction}
13
14 \end{document}
```

The PDF preview on the right shows the rendered document. The title "Advances in the Report Writing" is centered at the top. Below it, the author's name "Hayato Hashimoto" and the date "April 2019" are centered. At the bottom of the page, the text "1 Introduction" is visible. A page number "17" is shown in the bottom right corner of the preview area.

Tips: Include Japanese texts

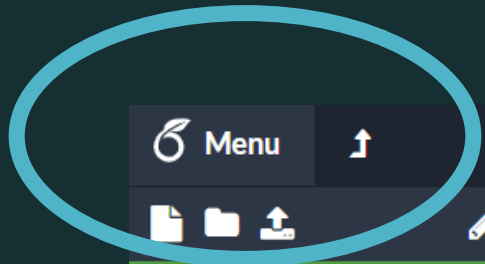
pdfLaTeX is overleaf default, but cannot handle non-Western characters

XeLaTeX can include Japanese text. (requires font setting commands in preamble)

LuaLaTeX or **upLaTeX** is recommended when you use Japanese as a main language of the paper.

LuaLaTeX requires longer compile (=conversion) time.

Tips: use Japanese texts



Advances in the Report Writing

Source Rich Text

main.tex

```
1 \documentclass{article}
2 \usepackage[utf8]{inputenc}
3 \pagestyle{headings}
4 \title{Advances in the Report Writing}
5 \begin{document}
6 \section{some section}
7 Report writing is one of the most important
  academic activities in universities.
8
9 Several technologies have been developed
  to help student to write reports.
  please give me A score!
10 \end{document}
11
```

Download

Source PDF

Actions

- Copy Project
- Word Count

Sync

- Dropbox
- Git
- GitHub

Settings

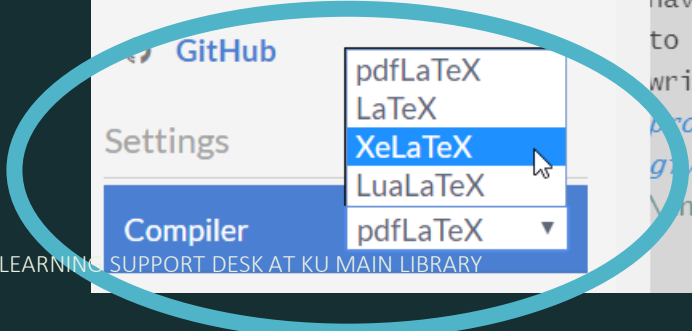
Compiler

- pdfLaTeX
- LaTeX
- XeLaTeX
- LuaLaTeX
- pdfLaTeX

Report Writing

Source Rich Text

```
e}
\usepackage[utf8]{inputenc}
\pagestyle{headings}
\title{Advances in the Report Writing}
\begin{document}
\section{some section}
Report writing is one of the most important
academic activities in universities.
Several technologies have been developed
to help student to write reports.
please give me A score!
\end{document}
```



Structure of .tex file

Structure of a .tex file

```
\documentclass{article}
\usepackage[utf8]{inputenc}
\title{Advances in the Report Writing}
\author{Hayato Hashimoto}
\date{April 2019}
```

```
\begin{document}
```

```
\maketitle
```

```
\section{Introduction}
```

```
\end{document}
```

\documentclass
“Preamble”

\begin{document}

main text

\end{document}

Structure of a .tex file

```
\documentclass{article}
\usepackage[utf8]{inputenc}

\title{Advances in the Report Writing}
\author{Hayato Hashimoto}
\date{April 2019}
```

`\documentclass`

Specifies the type of the document.

Short report:

```
\documentclass{article}
```

Long report (e.g. thesis):

```
\documentclass{report}
```

Structure of a .tex file

```
\documentclass{article}
\usepackage[utf8]{inputenc}

\title{Advances in the Report Writing}
\author{Hayato Hashimoto}
\date{April 2019}

\begin{document}

\maketitle

\section{Introduction}

\end{document}
```

Preamble

Loading packages

Setting the title

Setting margins

Setting whether to show

page numbers

etc.

Structure of .tex file

```
\documentclass{article}
\usepackage[utf8]{inputenc}

\title{Advances in the Report Writing}
\author{Hayato Hashimoto}
\date{April 2019}

\begin{document}

\maketitle

\section{Introduction}

\end{document}
```

Main text

Actual contents of your documents

Practice 1 : Try writing something in the main text

- Paragraphs are separated by blank lines
(= hit Enter key twice to start new paragraphs)
- Everything after % sign will be ignored
(to keep private memo like TODOs)
(Type \% to show % itself in the document)
- Symbols \ ¥ { } [] \$ have special meanings
- Multiple spaces are treated as a single space

Source

Rich Text



Recompile



```
1 \documentclass{article}
2 \usepackage[utf8]{inputenc}
3 \begin{document}
4 Report writing is one of the most
5 important academic activities in
6 universities.
7
8 several technologies have been
9 developed to help student to write
10 reports. % professor, please give me A
11 score!
12 \end{document}
```



Report writing is one of the most important academic activities in universities.
Several technologies have been developed to help student to write reports.

`\` is a special symbol

Symbol `\` marks a start of a *command*

Commands tell the LaTeX converter to
change the style of document,
formatting of the text
insert a math formula, etc.

Place commands in right section

```
\documentclass{article}
\usepackage[utf8]{inputenc}

\title{Advances in the Report Writing}
\author{Hayato Hashimoto}
\date{April 2019}

\begin{document}

\maketitle

\section{Introduction}

\end{document}
```

Commands effective
at Preamble:

\usepackage
\title
\author
\date ... etc.

Place commands in right section

```
\documentclass{article}
\usepackage[utf8]{inputenc}

\title{Advances in the Report Writing}
\author{Hayato Hashimoto}
\date{April 2019}

\begin{document}

\maketitle

\section{Introduction}

\end{document}
```

Commands effective
main text

\maketitle

\section

\includegraphics

... etc.

\command with *parameters*

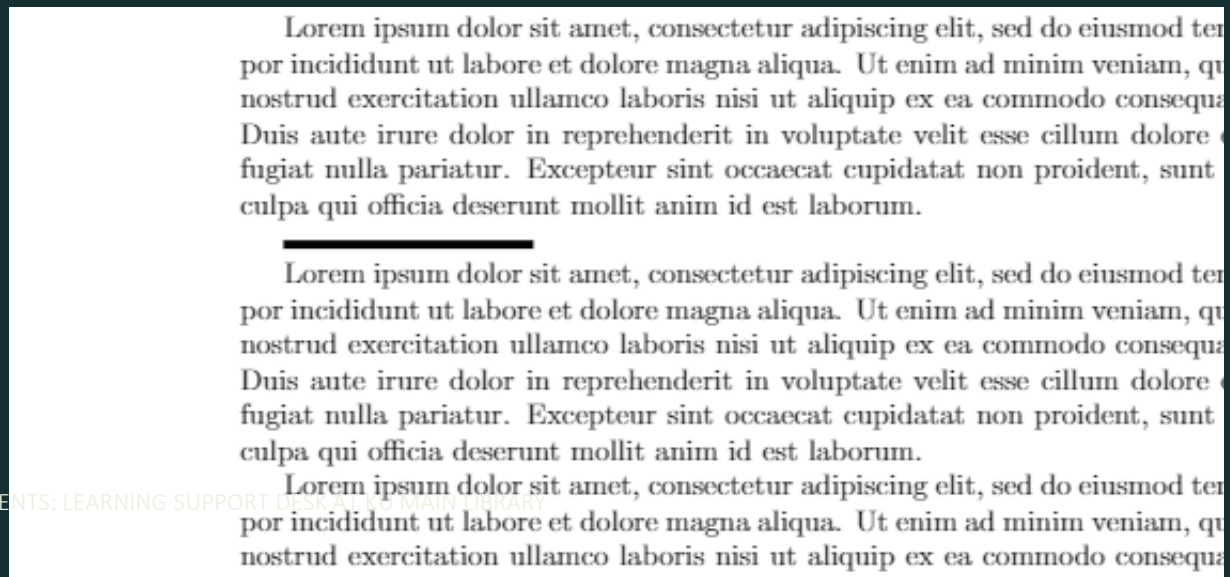
Use {braces} and [brackets] to pass parameters

Command with no
parameter

\newpage

Command with two
parameters

\rule{3cm}{1mm}

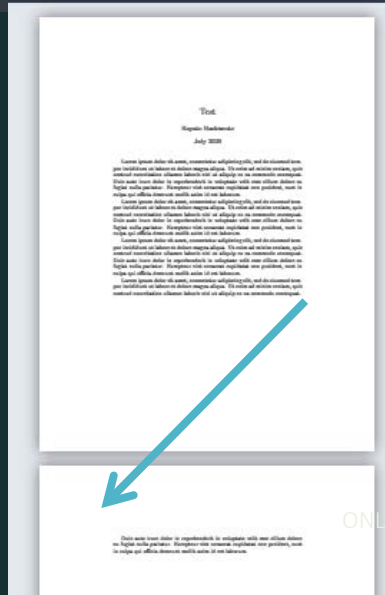


\command with *parameters*

Use {braces} and [brackets] to pass parameters

Command with no
parameter

\newpage



Command with two
parameters

\rule{3cm}{1mm}

3cm

1mm

et, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

`\command` with *parameters*

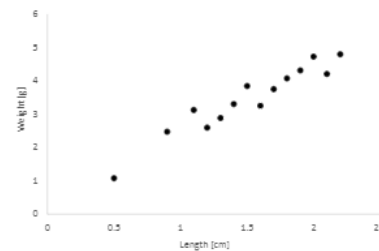
Use `{braces}` and `[brackets]` to pass parameters

```
Duis aute irure dolor in reprehenderit  
fugiat nulla pariatur. Excepteur sint  
culpa qui officia deserunt mollit anim
```

sample text

```
Lorem ipsum dolor sit amet, conse  
por incididunt ut labore et dolore mag
```

```
culpa qui officia deserunt mollit anim id est laborum.
```



```
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tem-  
por incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis  
nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.  
Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu
```

```
\begin, \end  
(environment)
```

```
\begin{verbatim}
```

```
sample text
```

```
\end{verbatim}
```

Command with an *option parameter*

```
\includegraphics
```

```
[width=5cm]
```

```
{test.png}
```


`\command` with *parameters*

Use `{braces}` and `[brackets]` to pass parameters

Duis aute irure dolor in reprehenderit
fugiat nulla pariatur. Excepteur sint
culpa qui officia deserunt mollit anim

```
\begin{verbatim}
```

sample text

```
\end{verbatim}
```

Lorem ipsum dolor sit amet, conse
por incididunt ut labore et dolore mag

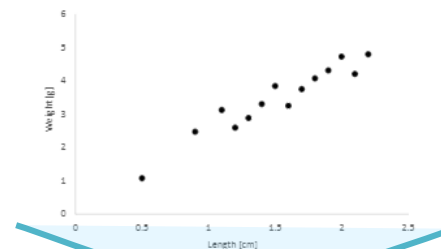
```
\begin, \end  
(environment)
```

```
\begin{verbatim}
```

sample text

```
\end{verbatim}
```

culpa qui officia deserunt mollit anim id est laborum.



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tem
por incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis
nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu


```
\includegraphics  
Command with an option  
parameter
```

```
\includegraphics
```

```
[width=5cm]
```

```
{test.png}
```

Tips: Using Japanese keyboards

In  Windows, some Japanese fonts confuse \ (backslash) with ¥ (yen) (for some historical reasons)

On a Japanese keyboard, typing a \ key and a ¥ key will input the same \ (backslash) symbol.

In  Mac, ¥ and \ are distinguished correctly.

When using a Japanese keyboard,

hit **Option** + ¥ to input a \ symbol.

Preamble commands

```
\title{Comprehensive LaTeX guide}
```

```
\author{Hayato Hashimoto}
```

```
\date{April 1st, 2020}
```

```
\usepackage{amsmath}
```

```
\usepackage{graphicx}
```

```
\usepackage[top=1cm]{geometry}
```

Practice 2: Change titles and margins

```
\title \author \date  
\usepackage[top=1cm,bottom=...]{geometry}  
keywords: top bottom right left  
cm mm in(=inch) pt(=1/72.27 inch)  
em (width of "M") ex (height of  
"x")
```

Tips: document class

```
\documentclass{article}
\usepackage[utf8]{inputenc}

\title{Advances in the Report Writing}
\author{Hayato Hashimoto}
\date{April 2019}

\begin{document}

\maketitle

\section{Introduction}

\end{document}
```

Some paper receiving institute requires authors to use their own document class

In such cases, .cls file will be provided by the institution: authors need to place the provided file in the folder containing your .tex file

Headings

Headings

These levels only appear in books or theses/dissertations:

```
\part{Deep Neural Networks: Theory and Practice}
```

```
\chapter{Parameter Tuning Theories & Heuristics}
```

Common headings:

```
\section{Introduction}
```

```
\subsection{Related Papers}
```

```
\subsubsection{Optimization Theories}
```

```
\paragraph{Bayesian Approaches}
```

Headings

Sections will be numbered automatically

When section numbers are not needed, use command with a *

```
\section*{Preface}
```


Make a table of contents automatically

One command in the **main text** will generate table of contents in place:

```
\tableofcontents
```

Practice 3: Headings

Try using these commands:

```
\section \subsection  
\subsubsection \paragraph
```

Try writing more than **two sections** and confirm that the section number increases

Practice 3 solution

```
1 \documentclass[ja=standard,xelatex]{bxjsarticle}
2 \usepackage[utf8]{inputenc}
3 \pagestyle{headings}
4 \title{Advances in the Report Writing}
5 \begin{document}
6 \section{Knuthによる開発}
7 \subsection{文芸的プログラミングとは}
8 \subsubsection{web}
9 \paragraph{web2c} web2c
   はオリジナルのTeXの実装に用いられていたweb
   言語を、一般に普及したプログラミング環境であるC
   言語に変換するソフトウェアである。
10 \section{コミュニティによる進化}
11 \subsection{CTANとは}
12 \end{document}
13
```

1 Knuth による開発

1 Knuth による開発

1.1 文芸的プログラミングとは

1.1.1 web

■web2c web2c はオリジナルの TeX の実装に用いられていた w 環境である C 言語に変換するソフトウェアである。

2 コミュニティによる進化

2.1 CTAN とは

Tip: Showing section title on each pages

The following command in the preamble

```
\pagestyle{headings}
```

will show section titles at the top of the each pages

Writing math formulas

Two types of math formulas

The total energy K of body of mass m moving with speed v is defined to be:

$$K = \frac{1}{2}mv^2.$$

Inline math formulas, embedded in the text
Displayed math formulas, in a separate line

Math formulas

Inline math formulas

are marked by surrounding $\$$ $\$$

Kinetic Energy $\$ K \$$ is ...

Displayed math formulas

are marked by surrounding $\backslash[$ $\backslash]$

is defined to be: $\backslash[K = \frac{1}{2} mv^2 . \backslash]$

Math mode commands

Fractions

`\frac{x}{y}` {x **\over** y}

Greek letters

`\alpha` `\beta` `\gamma` ... `\pi` ...

`\omega`

Exponents and subscripts

`K=mv^2` `e^{-\lambda t}`

`m_{i,j}`

$$\frac{x}{y}$$

$$\alpha, \beta, \gamma, \dots, \pi, \dots, \omega$$

$$K = mv^2 \quad e^{-\lambda t} \quad m_{i,j}$$

Math formula extending multiple lines

Use `align` environment from `amsmath` package

```
... \usepackage{amsmath} ...
```

```
\begin{document} ...
```

```
\begin{align}
```

```
z & = & x^2 - y^2 \nonumber \\
```

```
& = & (x + y) (x - y)
```

```
\end{align}
```

`&` to align, `\\` to break lines

Practice 4: Describe the solution of the quadratic equation

Solutions of a quadratic equation $ax^2 + bx + c = 0$ ($x \neq 0$) are given by:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}.$$

√ (square root) \sqrt{ }

± (plus minus) \pm

≠ (not equal) \neq

Practice 4 solution

Source

Rich Text

Recompile



13 solutions of a quadratic equation $ax^2 + bx + c = 0$ ($x \neq 0$) are given by:

14
$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Solutions of a quadratic equation $ax^2 + bx + c = 0$ ($x \neq 0$) are given by:

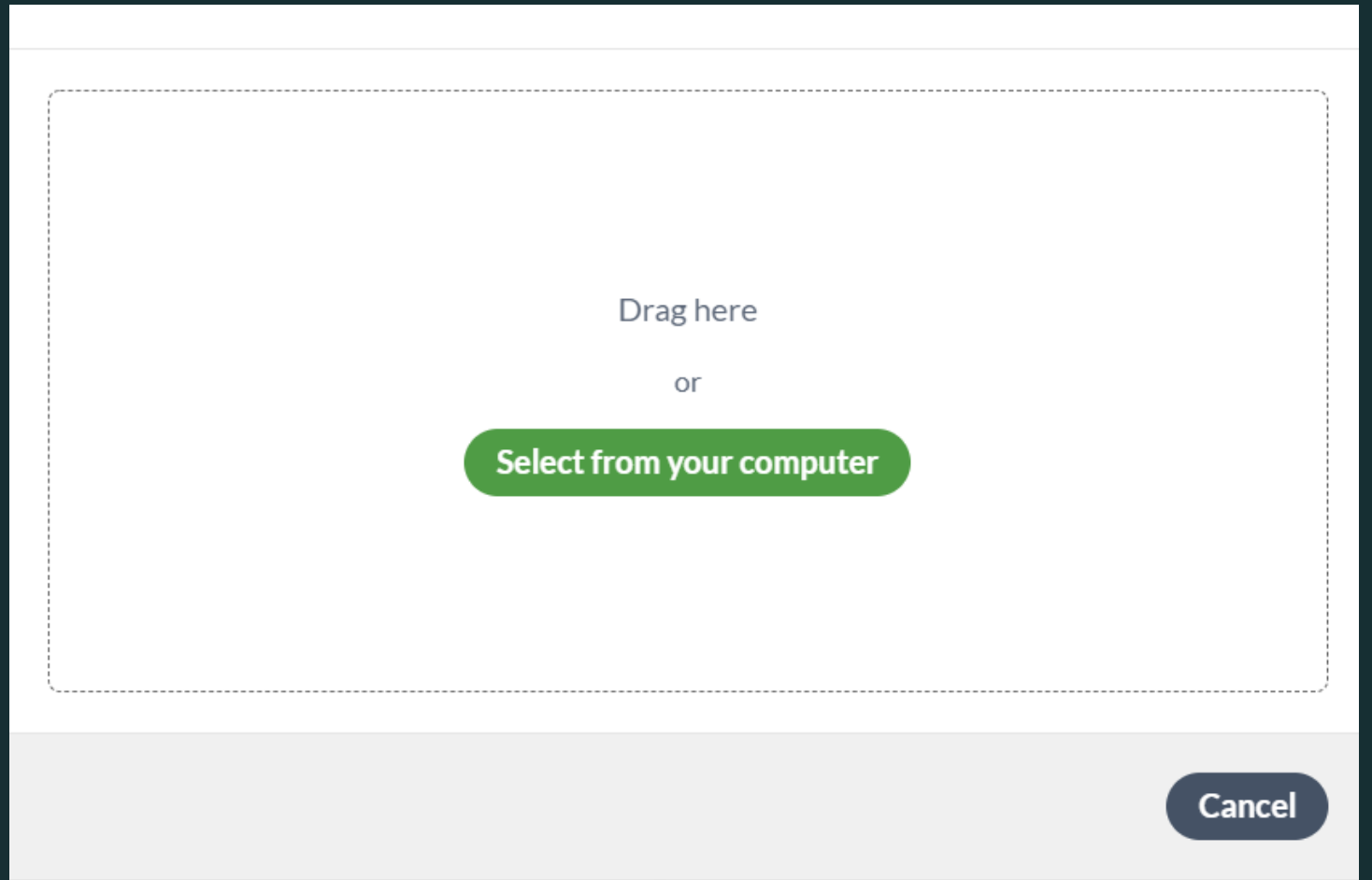
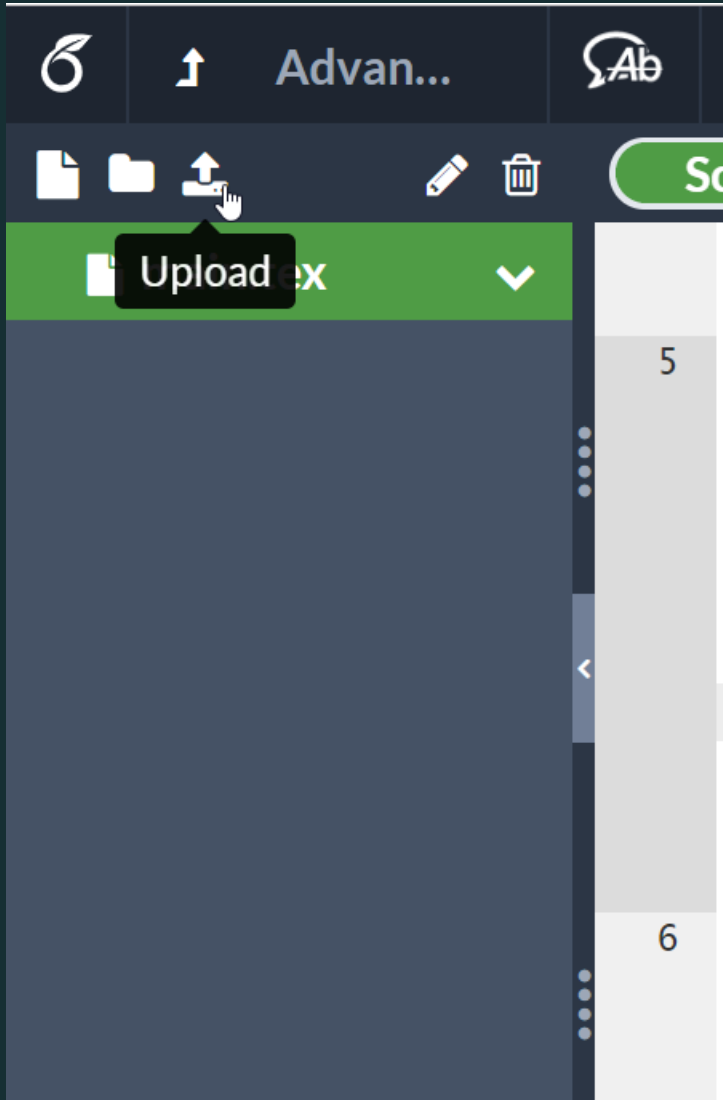
$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$



Figures

Include figures in the document

1. Prepare a photo file in JPEG format or a graph file in PDF or PNG format.
(PDF is recommended when your graphing software supports saving charts in PDF)
2. Upload to Overleaf
3. Insert into your LaTeX document



Inserting figures

```
\usepackage{graphicx}
...
\begin{figure}[tp]
\centering
\includegraphics[width=0.5\hsize]
{myfigure.png}
\caption{ the description of the
figure }
\label {Label for later reference }
\end{figure}
```

Practice 5: Insert Figure

Reproduce the following figure

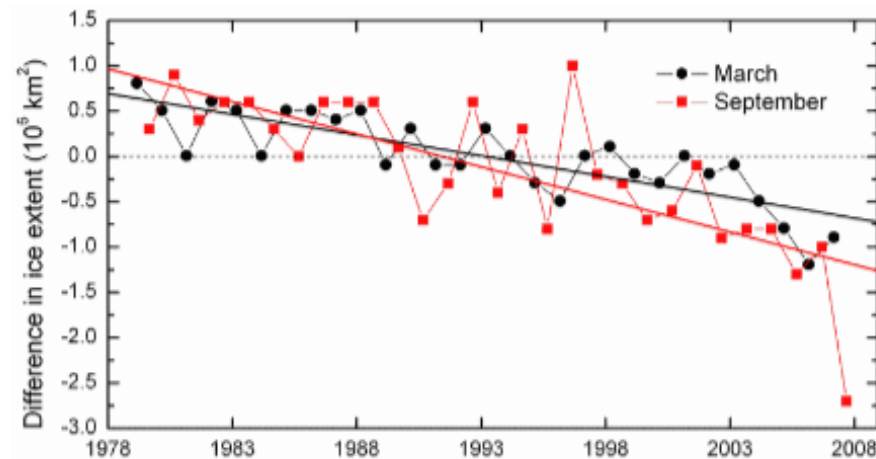


Figure 1: Ice extent changes observed in the Arctic.

1 Method

We examined satellite image of the Arctic Ocean and the percentage of area covered by ice is obtained by the standard procedure.

(Source of the image: NOAA)

Practice 5 solution

Source Rich Text

Recompile

```
1 \documentclass{article}
2 \usepackage[utf8]{inputenc}
3 \usepackage{graphicx}
4 \begin{document}
5 \section{Method}
6 \begin{figure}
7   \centering
8   \includegraphics[width=0.8\hsize]{arctic_ice_extent.png}
9   \caption{Ice extent changes observed in the Arctic.}
10  \label{fig:arctic_ice}
11 \end{figure}
12 We examined satellite image of the Arctic Ocean and the percentage of area covered by ice is obtained by the standard procedure.
13 \end{document}
```

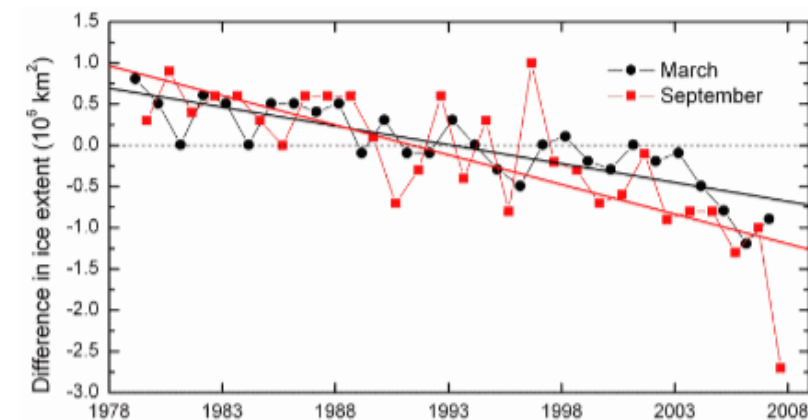


Figure 1: Ice extent changes observed in the Arctic.

1 Method

We examined satellite image of the Arctic Ocean and the percentage of area covered by ice is obtained by the standard procedure.

Tip: *floats*

- Overleaf editor inserts a template by typing `\begin{figure}`
- Bare `\includegraphics` insert the image inline
- Boxes like figure environment are called floats
- Use `[tbp]` options to put floats in top/bottom of the page, or in a dedicated page
- Too many *floats* per page may result in an unexpected layout.

Tip: figure referring label

- Define a label for reference

```
\caption{...} \label{fig:a}
```

- Use the command for referencing the label to insert figure numbers

Figure `\label{fig:a}` \Rightarrow Figure **1**

Tables

Insert a table

```
\begin{table}
\centering
\begin{tabular}{|c|c|r|}
A1 & B1 & C1 \\ \hline
A2 & B2 & C2 \\ \hline
\end{tabular}
\caption{ description of the table }
\end{table}
```

Practice 6: Create Tables

Reproduce the following table

	Taro	Hanako	Kyota
Height (cm)	174	166	159
Weight (kg)	67	59	57

Table 1: The height and weight of my family members

Practice 6 solution

```
¥begin{table}[h]
¥begin{tabular}{|c| || |c|r|} ¥hline
& Taro & Hanako & Kyota ¥¥ ¥hline
Height (cm) & 174 & 166 & 159 ¥¥ ¥hline
Weight (kg) & 67 & 59 & 57 ¥¥ ¥hline
¥end{tabular}
¥caption{The height and weight of my family
members}
¥end{table}
```

	Taro	Hanako	Kyota
Height (cm)	174	166	159
Weight (kg)	67	59	57

Table 1: The height and weight of my family members

Tip: making tables easily

	A	B	C	D	E
1	Name	Ai	Reiko	Ayumu	
2	Birth year	1976	1966	2000	
3	Sex	female	female	male	
4					

Generate

Result (click "Generate" to refresh)

```
1 \begin{table}[]
2 \begin{tabular}{lllll}
3 Name & Ai & Reiko & Ayumu & \\
4 Birth year & 1976 & 1966 & 2000 & \\
5 Sex & female & female & male & \\
6 & & & & \\
7 \end{tabular}
8 \end{table}
```

You can use a web app to generate latex commands (*LaTeX Table Generator*)

Copy from Excel (or whatever spreadsheet app) and paste to the LaTeX Table Generator

Learning material of LaTeX: Starting Point

Wikibooks for LaTeX

is a concise guide for beginners

Overleaf help pages

covers basic common pit holes for a beginner

Source: Zoom Media Kit



Don't forget that
you can seek help to
Learning Support Desk



Meet us at Main Lib. 1F
No reservation needed

ONLINE WORKSHOP FOR INTERNATIONAL STUDENTS: LEARNING SUPPORT DESK AT KU MAIN LIBRARY

Meet Online by Zoom: book a timeslot in advance:

<https://www.kulib.kyoto-u.ac.jp/form/1385901>