

# Reports Directory and Work Flow

The **new\_report** template includes these main directories and scripts:

1. **ARTICLES** - A directory to store related articles:
  - (a) **website.txt** a txt file to store websites related to the project
  - (b) **notes\_xxx.xlsx/notes\_xxx.csv** a spreadsheet to store notes on the articles; the **QQ** function is useful to import PDF text; the cite family of functions are useful for formatting quoted text from the notes\_xxx document (where xxx is the report name)
2. **OUTLINE** - A directory containing the following .tex files:
  - (a) **outline.tex** an outline skeletal .tex file to outline the structure of
  - (b) **preamble2.tex** a generic preamble .tex file used by outline.tex
3. **PRESENTATION** - A directory containing one or more of the following: .Rnw, .pptx and/or .Rmd files:
  - (a) **xxx.Rmd** a skeletal .Rmd file to create .md files using the **knit HTML** button.
  - (b) **xxx.Rnw** a skeletal .Rnw file to create a set of beamer slides.
  - (c) **xxx.pptx** skeletal .pptx slides.
  - (d) **figure** a directory to store figures for easy sourcing
4. **REPORT** - A directory containing the following files:
  - (a) **xxx.bib** an optional .bib file supplied to the **bib.loc** argument of the **new\_report** function
  - (b) **preamble.tex** a generic apa6 preamble .tex file used by xxx.tex (generated for tex templates only)
  - (c) **xxx.tex**, **xxx.Rnw**, **xxx.Rmd** or **xxx.doc** a skeletal file used to generate a formatted report
  - (d) **DESCRIPTION** description of the template used
  - (e) **figure** an optional directory to store figures for easy sourcing
5. **.Rprofile** - An .Rprofile that automatically launches commands, loads libraries and sets options on start up.
6. **extra\_functions.R** - An R script to put functions related to the report. By default this is sourced on start up in RStudio.
7. **NOTES.txt** - a .txt file to record notes related to the report
8. **REPORT\_WORKFLOW\_GUIDE.pdf** - The workflow guide
9. **xxx.Rproj** - A project file used by RStudio; clicking this will open the project in RStudio.
10. **TO\_DO.txt** - A text file documenting project tasks

*\*Note: additional files/directories may be created, varying by template. See ~report\_name/REPORT/DESCRIPTION for more on individual templates.*

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## Useful Websites:

**reports Package** - <https://github.com/trinker/reports>

**RStudio** - <http://www.rstudio.com/>

**knitr** - <http://yihui.name/knitr/>

**Beamer** - <http://www.math.umbc.edu/~rouben/beamer/>

**Beamer Themes** - [http://deic.uab.es/~iblanes/beamer\\_gallery/](http://deic.uab.es/~iblanes/beamer_gallery/)

**slidify** - <http://slidify.org/>

**dzslides** - <http://paulrouget.com/dzslides/>

**reveal.js** - <http://lab.hakim.se/reveal-js/#/>