

# How to Export Files for Sakai

March 8, 2019

## 1 Text to Introduce your Blog

For each blog, we'll need a introductory link – text that encourages a reader to look at your blog from the introduction that I have outline. Create a file ('File/New/Text File') called 'hook' and put some text in there that can be used in the introduction and I'll create a link to your blog.

When submitting to the Sakai site, please include the 'hook' in the exported files.

## 2 Naming your Blog

Please name your blog with your surname only, e.g. 'LosHuertos.Rmd', then I can make links from the introduction you have written to your blog in a relatively straightforward way. With each new version, please add a version number, e.g. 'LosHuertos2.Rmd', which will create a new html that I can link to easily.

### 2.1 Creating a Universal Path

When we created our links to the files, such as our csv files, we had a long path name that links to our home directory. However, for this blogs to be posted, it's better to remove the path and just have the file name.

Delete all references to the path (folder structure) before the csv file name. Re-knit to make sure nothing has broken.

## 3 Cleaning up Directory

I suggest you clean up your directory, so you only have files that are useful to your blog; thus reducing the clutter. However, I rarely delete files. Instead, I create a new folder call 'OLD' and move files in there that I am not using.

In the lower right window, navigate to the 'Files' tab. Click on 'New Folder' and name it 'OLD'. Now select on the files using the little boxes on the left and navigate the the 'More' menu that has the little gear icon. Select 'Move' and choose the 'OLD' to move the files. Finally, knit to make sure nothing has broken by accident during the move.

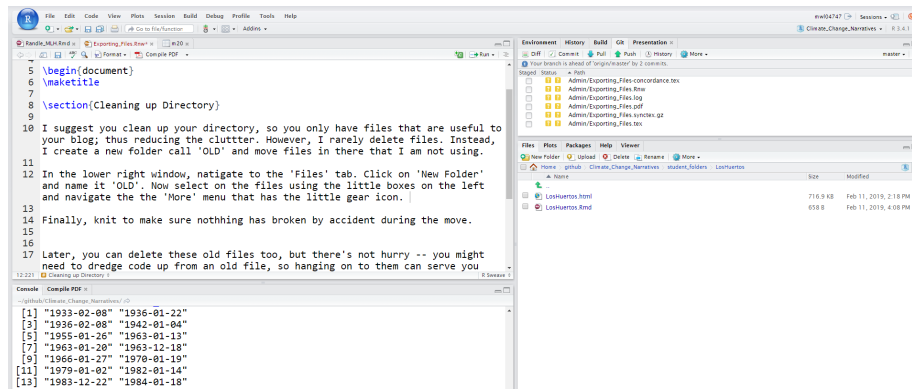


Figure 1: Start by selecting the 'Files' tab in the lower, right pane.

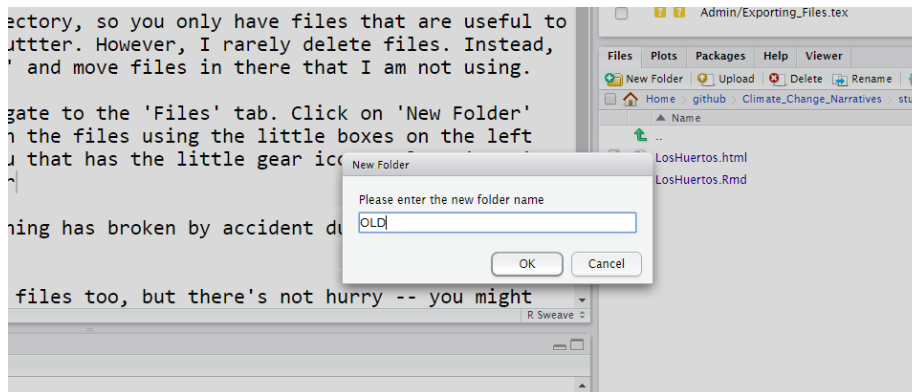


Figure 2: Creating the folder is easy, but relies on using the little gear icon in the files pane.

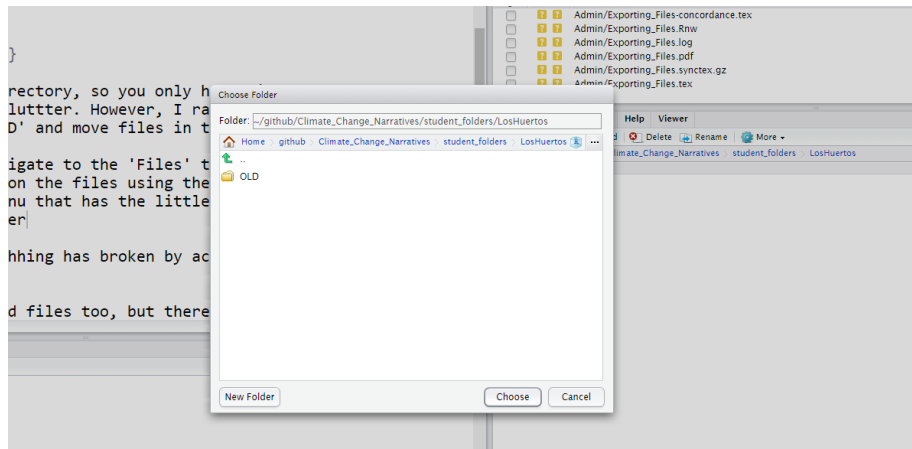


Figure 3: Again, moving folders is pretty straightforward, if you can select then navigate to the gear icon.

Later, you can delete these old files too, but there's not hurry – you might need to dredge code up from an old file, so hanging on to them can serve you later.

## 4 Exporting Files

Similar to the moving process, you will select the files you want to export by checking the boxes on the left of the files and then navigate to the 'More' menu item with the gear icon. Then select export and R studio will prompt you to determine the location you want to download the file.

Note: For PC users this is a zip file that can be uploaded directly to Sakai. However, for MAC users, you must compress the file so that it can be put into Sakai.

I will then upload the files into the 'docs' folder, where I will knit the files to create the html. These files will be synched and publicly visible in about 10-15 minutes after I upload them.

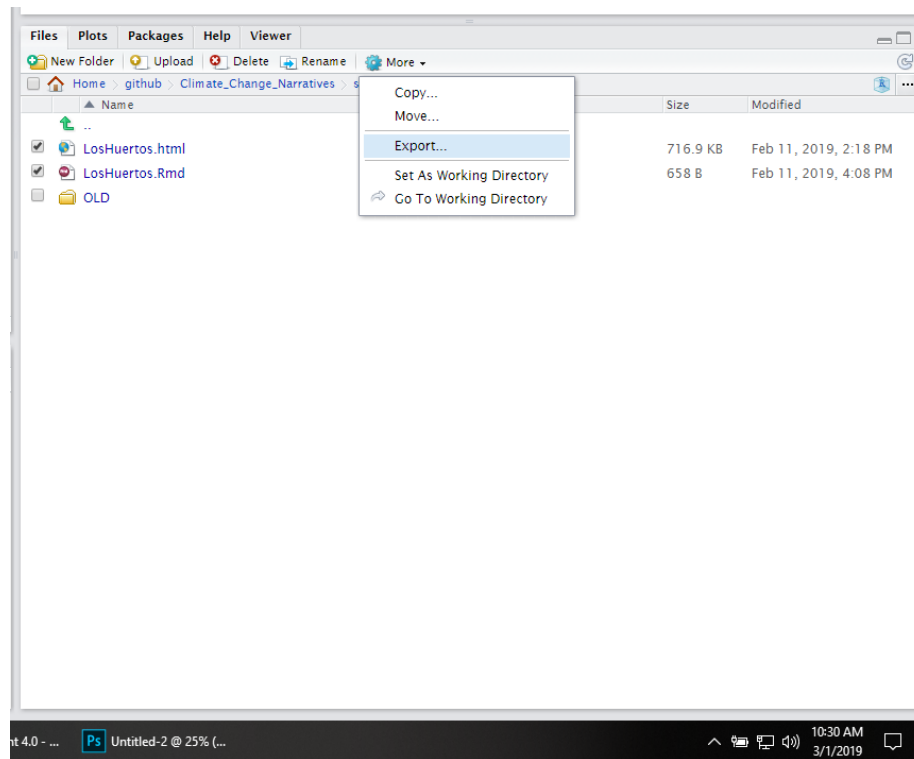


Figure 4: The export command creates a zip file that can be downloaded to your local computer. Beware: Apple computers automatically unzip the files, which can't be uploaded to Rstudio. So, MAC users have to compress the files before uploading to Sakai.