How to use Github as a new user!

This documentation will teach you how to use Git and then work with a GitHub repository in R. The repository that you will be using is <https://github.com/city-of-baltimore/dchd_finance>.

Within this repo you will find the following rmd or R files:

1. Gl\_and\_Budget\_vs.Actuals.Rmd and
   1. This file is used to make the `754 SFSP Expense Report`.
2. Summer\_food\_program\_plots.Rmd
   1. This file is used to make the smaller tables at the bottom of the `754 SFSP Expense Report` for plot purposes.

### There are two folders within the repo:

1. Deputy Plot Scripts
   1. Includes the R scripts that are needed to make the plots for each deputy. These are labeled according to the deputy name and are for making the plots to show the spending amounts based on their cost center.
2. Documentation
   1. Documentation includes *How To’s* on R and Github (like this word doc).

# Now how to use Github in R

#### 1. Git Basics: Create a GitHub Account

* Sign up at [GitHub](https://github.com) to create an account.

#### 2. Install Git on your computer

* Download Git from git-scm.com.
* Install it, then open the Command Prompt (Windows).

#### 3. Install Git in RStudio

* In RStudio, go to **Tools** → **Global Options** → **Git/SVN**.
* Make sure the **Git executable** path is set to where Git is installed on their system.

#### 4. Clone the Repository in RStudio

* Open RStudio, then go to **File** → **New Project** → **Version Control** → **Git**.
* Paste the GitHub repository URL into the **Repository URL** box.
* Choose the directory to save it and click **Create Project**.
* RStudio will automatically clone the repository and open it for you to start working.

#### 5. Run the Github files in R

* Run which ever rmd files that you need to in the R.
* The data will save to your local drive.