User Guide: Working with Documents and Publishing to GitHub Pages

## Step 1: Create Your Feature Branch

You can do this either through GitHub’s website or using Git commands in your terminal:

### Using GitHub (Easy Option):

1. Open GitHub and navigate to your repository.
2. Select the **test** branch from the dropdown menu at the top left.
3. Click the button labeled **New branch** and name it clearly, for example, feature/new-document.

### Using Command Line (Recommended for frequent users):

* Open your terminal or command prompt.
* Navigate to your local repository using:

cd path/to/your/repository

* Make sure your repository is updated:

git checkout test  
git pull

* Create and switch to your new feature branch:

git checkout -b feature/new-document

## Working on Documents

### Suggested Editors:

* **RStudio:** Easy integration with Quarto and Git.
* **Visual Studio Code:** Great support for Quarto documents.
* **Any plain text editor** you prefer.

### Create or Edit Documents:

* Add new documents by creating .qmd files.
* Edit existing .qmd files directly in your chosen editor.

### Commit Your Changes (Command Line):

* Stage your changes:

git add .

* Commit your changes with a clear message:

git commit -m "Added introduction to the Privacy Guide"

* Push your changes to GitHub:

git push origin feature/new-document

## Publishing for Review (Test Environment)

### Create a Pull Request (PR):

1. Go to your feature branch in GitHub.
2. Click on **Compare & pull request**.
3. Set the pull request destination to the test branch.
4. Provide a simple description of your changes and click **Create pull request**.

### Review and Publish:

* Once your pull request is reviewed and approved by the team, it will be merged into the test branch.
* The merged content will automatically be published to the **test GitHub Pages**.
* View and review your documents by visiting the test pages link provided by your team.

## Final Publishing to Main Environment

After reviewing and ensuring your documents are correct:

### Merge to Main:

1. Create another pull request from the test branch to the main branch.
2. Clearly mention that the content is ready for final publishing.

### Final Review and Approval:

* Your team reviews and approves the pull request.
* Once merged, the documents are automatically published to the main GitHub Pages for everyone to access.

## Versioning

Every time new changes are published to the main branch, a version number is automatically assigned. You don’t need to do anything—this happens behind the scenes to help track document versions clearly.

## How to Revert to a Previous Version

If you need to go back to an earlier version:

1. Go to your repository on GitHub and click on **Tags**.
2. Find the version (tag) you want to revert to.
3. To revert locally using command line:

git checkout tags/v1.0

Replace v1.0 with your desired version.

1. If you want to make the reverted version the new main version again, create a new feature branch from this tag and follow the usual pull request workflow described above.