**GitHub Documentation**

1. Create repositories either public or private.

* You can change the access **->** Go to the settings on the main page of the repository **->** Click on **Manage Access** to the left of the screen **->** Click **Manage** under Who Can Access section **->** Under Danger Zone Section click **Change Visibility** and change it to public or private from the prompt and make the necessary changes.

1. To add users to private repositories **->** Go to the settings on the main page of the repository **->** Click on **Manage Access** to the left of the screen **->** Click on **Invite Collaborator** and add the users.
2. To add files in a repository:

* On GitHub, navigate to the main page of the repository.
* Above the list of files, using the **Add file** drop-down, click Upload files.
* Add the files by clicking on “**Choose your files**” you'd like to upload to your repository onto the file tree.
* At the bottom of the page, type a short, meaningful commit message that describes the change you made to the file.
* Below the commit message fields, decide whether to add your commit to the current branch or to a new branch.
* Click **Commit changes**.

1. To add multiple files or folder directly to the repository:

* Download the GitHub package and install it.
* Clone the repository locally on your system **->** Right click inside the folder that needs to be uploaded in the repository **->** Open **Git Bash Here** **->** Change the current working directory to your local project **->** Type in the following commands!
* $ git init (Initialize the local directory as a Git repository)
* $ git add . (Add the files in your new local repository. This stages them for the first commit)
* $ git commit -m "Adding existing files" ((Commit the files that you've staged in your local repository)
* At the top of your GitHub repository's Quick Setup page, click to copy the remote repository URL.
* In the Command prompt, add the URL for the remote repository where your local repository will be pushed.
* $ git remote add origin <remote repository URL> (# Sets the new remote and verify it)
* $ git push origin master (Pushes the changes in your local repository to GitHub if there is a remote branch called master (or main if that's what you're using)
* Refresh to check.