**How to set up your computer as a statistician**

09/16/2024

11:45-12:45PM

HSC LL108A/B

**Speaker:** Jeff Goldsmith

**Student Panel:** Safiya Sirota, Amy Pitts, Derek Lamb, Gustavo Garcia-Franceschini

**Moderator:** Lupe Antonio

1. **Welcome**
2. **Presentation by Jeff Goldsmith** *(2024)*
	* **Organize your folders and files**
* Organize folders by each year
* Organize project folder by year\_month\_collaborator\_project
* Have analysis, data, results, and drafts directories in every project folder
* Use organization system consistently!
* **Make use of workspace/desktop space**
	+ Mac users can use different desktops for different works/projects

(Don’t clutter your view; allows for better focus)

* + **Magnet** app (<https://magnet.crowdcafe.com/>)
		- Reshapes windows on Mac automatically
		- Easier to split screen, with options
* **Software**
	+ **Alfred** (<https://www.alfredapp.com/>)
		- App launcher

(Better than spotlight, because automatically looks through file and directory names.)

* + **Latex**
		- MacTeX (<http://tug.org/mactex/> )
			* LaTeX distribution for Mac users
			* *We will have a LaTeX session later in the semester!*
		- LaTeX (<https://www.latex-project.org/get/#tex-distributions>)
		- Mathpix (<https://mathpix.com/>)
			* Formula and text recognition from screenshot
			* easy exporting to LaTeX, MS Word, Markdown, HTML, and PDF.
		- LaTeXiT
			* small utility that allows you to quickly typeset LaTeX equations ([https://www.chachatelier.fr/latexit/](https://www.chachatelier.fr/latexit/%29))
		- Overleaf (good cloud source)
	+ **R/RStudio**
	+ **txteditor**
		- Easy for quick notes
	+ **Zotero**
		- Helps keep track of citations and personalized article summaries
		- Seamless integration with Word
		- Plug-in available for Chrome for easy article downloadings
* **Update software periodically**
* **Be consistent in organizing things**
* **Get rid of clutter to minimize the amount of time spent looking for things**
* **Only keep things that can be organized**
1. **Panel Introduction (name, program, PC vs Mac, tablet yes/no)**
	* Safiya Sirota: 4th year PhD, current Mac user bc PC broke, iPad for notetaking
	* Amy Pitts: 5th year PhD, Mac user, iPad for class and handwritten notes for meetings
	* Derek Lamb: 2nd year MS, Mac user, Linux for work, pen and paper for class notes
	* Gustavo Garcia-Franceschini: 2nd year PhD, PC to Mac user, iPad

**What are some essential softwares to download?**

* + **GoodNotes**
		- Alternative to **Notability**
	+ **Slack**
	+ **Google Drive**
	+ **Iterm**
		- Helps/allows for seamless terminal work
	+ **Visual Studio Code**
		- For non-R code projects
	+ **Local Latex app**
		- Write and click Run, quicker and simpler than Overleaf + no wifi needed
	+ **Overleaf**
		- Web-based LaTeX editor
		- See output as you type
		- Real-time collaboration, version control
		- Good for writing HWs and easy to share through link
	+ **Zotero**
		- Great for collaboration
	+ **Google Calendar**
		- Better to have the app on laptop; little to no sign-in process
		- Alternative to iCalendar
		- Easy to organize between PC and iPad/iPhone
		- Can set assignment due dates as all-day events
		- Color code events or classes
		- Great for visual people
	+ **Outlook app on laptop or phone**
		- Great for little to no sign-in process
	+ **Rainbow Parentheses in R**
		- Global Options 🡪 code 🡪 Display 🡪 Rainbow parentheses

**How do you take notes? If by iPad/tablet, can you speak about useful apps for taking notes, annotating a textbook, etc.?**

* + **Goodnotes/Notability**
		- Good for longer meetings/classes
		- Automatically does text conversion, easy to search for key words within documents
		- Can use it as a notebook
		- Can download and annotate textbooks
		- Can split screen
		- Can color code notebooks in app and for folders in computer
		- Can create folders with folders, and add notebooks and pdfs within folders
	+ **Overleaf**
		- Can use for research, as it is easy to transform in nicely written papers
	+ **Create agendas for research meetings**
	+ **For non-iPad/tablet users:**
		- Pen and paper style can help recall certain topics for certain dates

**What advice do you have for organizing files/folders on your computer?**

* + Folders for every class or specific projects
	+ Focus on consistency and create your own organization system
	+ Starting a filename with YYYYMMDD makes chronological sorting easier
	+ Color code folders or pdfs for different classes/projects
	+ Carve out time to organize sooner rather than later
	+ Making your computer aesthetically pleasing can help avoid any dread surrounding using your technology.

**How do you keep track of references when writing a paper?**

* **Zotero**
	+ Useful for keeping track or references and generating citations
	+ Helpful if starting earlier
* **Overleaf**
	+ Use BibTeX for citations
* **Word documents**
	+ Create summaries of articles after reading
	+ Helpful when trying to organize paper and implementing references
* **Excel files**
* **EndNote**
	+ Works well with Word; useful for citations and tagging
* **Download articles instead of keeping tabs open**

**How do you back up files/documents?**

* + Github
	+ Dropbox
	+ Google Drive
	+ iCloud
	+ Google Docs
	+ Time Machine – Macs
	+ OneDrive

**Notes:**

* **Streamlining communication with collaborators:**
	+ Use topic/class name in email subjects
	+ Have consistent meetings
	+ Communicate through Slack for less formal and quick assignments/questions
	+ Email for more formal and to-do assignments
	+ Talk about organization structure sooner rather than later
	+ Create agendas for the meeting