**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/)))
    - 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