Lab Computers

Many of you will be using lab computers during your shifts, so it is important that we keep track of what we are doing and that we don’t use up all the space on the computers with our files.

- **Your Folder:** All students in the lab will have a user folder on PSYRHODESFILES, the server. You can find yours by going to PSYRHODESFILES/Users. Students’ folders should be organized according to the specifications exemplified on PSYRHODESFILES/Users/zModelFolder. When you create a folder for your study, follow this exemplar to create the appropriate sub-folders, and organize your documentation accordingly.

- **Desktop:** Do not leave your files on the computer desktops, even if you are still working on them. If you do this, they will be deleted or put in a to-be-deleted folder, and they will be deleted.

- **USB flash drive** (or memory stick or key): The USB memory stick (attached to the lab keys) is for anyone’s use, but please delete the files you put on the stick after you are done using it. If you don’t, someone else will delete them and you will only have yourself to blame.

* The PSYRHODESFILES directory on PSYRHODESFILES contains students’ folders and all study-related files. Your main user folder should be on one of these computers. If you want to save things on any of the other computers, you may create a temporary user folder, which will eventually be deleted. You should always move files that you want to keep to your PSYRHODESFILES users folder.

*When You Leave: PLEASE close the applications you were using. You can do this quickly by pressing Apple+Tab to go to an application, then Apple+Q to close it. Do this repeatedly until all applications are closed.