

**Halvorson/Ebling Computer Center
Handbook**
for the
Graduate Students

2011

Welcome to the Department of Agricultural and Applied Economics and the Halvorson/Ebling Computer Center. This handbook is meant to help introduce you to the HECC, as well as answer some Frequently Asked Questions.

Personal Files on the AAE Network Server

Students are given 20GB of storage space to house their personal files. This is NOT meant as a storage area for personal photos or MP3s. Please keep these files on USB flash drives or external hard drives.

The HECC recommends (but does not require) that students purchase a USB Memory Key (sometimes known as a Flash Drive) for storing backup copies of files or for transporting files between computer labs on campus. They are relatively inexpensive and almost indestructible. They come in a variety of sizes (1GB, 2GB, 4GB, 8GB, 16GB). If you have questions regarding them, feel free to ask the HECC staff for recommendations. They can be purchased at the DoIT TechStore on campus, and most electronic stores (Best Buy).

Keep in mind that **student directories are NOT backed up**. If there is a major drive failure, YOUR WORK WILL BE GONE if you have not made personal copies.

Shadow Copy Service

The AAE Network Server has a service called Shadow Copy. Every day at 12:00pm and 8:00pm, it makes a copy of all files stored on network drives. It allows you to restore accidentally deleted files or retrieve previously saved versions of a file.

To access this service, right click on your Z: drive, and click Properties. In the Properties dialog box, there is a Previous Versions tab. Once in there, it will list all previous versions of that folder. Select the version you wish, and click View. You can then browse the file(s) you wish to restore. Drag-and-drop the file(s) to another folder or drive to restore them

Software Available

- Microsoft Office 2010 (Word, Excel, Powerpoint, Access, InfoPath, Publisher)
- Internet Explorer, Firefox, Outlook Express, SecureFX, SecureCRT
- DBMSCopy
- Adobe Acrobat Reader, CutePDF (writing PDF files), MathType 6.7
- GAMS, Gauss, GaussX, Limdep, SPSS, STATA, SAS, R, MatLab, ArcGIS
- DVD/CD-Burning (Nero) – we do NOT supply DVD-R, CD-R or CD-RW media

Keep the HECC clean

Please do your part to keep the HECC clean. Do not leave extra papers and various other trash. During the winter months, please clean snow and dirt off of your shoes before entering the lab.

Food or Drink in the Lab

There is NO food or drink allowed in the computer lab. This is a recent change, so some of the students who have been here for awhile have not yet been trained. So, do not follow their example. No food or drink allowed INCLUDING WATER.

Your AAE User Account

You will need your AAE user account to access any computer in the building, including the HECC. **DO NOT GIVE OUT YOUR ACCOUNT PASSWORD.** If someone needs to use the HECC and does not have an account of their own, there is a guest account available. The guest account is posted in the HECC.

Personal Computers/Laptops

You are allowed to bring in your own laptop or desktop computer for use in the building. We recommend you bring in your computer for security software updates and virus scanning BEFORE connecting it to our wired network. Also, you need to obtain a cable to connect your machine, if you do not wish to use wireless. This building requires a special cable.

All Graduate Student offices are wired for network access. If you have more than one computer per office, please see HECC staff to obtain the necessary equipment to connect multiple computers in one office.

With the exception of antivirus and security updates, HECC staff WILL NOT work on personal computers. Also, University owned software, such as Gauss and Microsoft Office cannot be loaded on to personally-owned computers.

Printing

Printing is done via the same debitcard system used for photocopies in all the libraries. Next to the printer in the HECC, there is a campus map showing the nearest locations where you can either purchase new debitcards or re-fill existing cards.

Lab machines are set to print to the printer in the HECC. Although there are two printers listed, they are the same physical printer. You must select single-sided or double-sided printer in the software program from which you are printing. The printer then knows which mode to select.

Printer costs are:

Double-sided:	\$0.04/pg
Single-sided:	\$0.05/pg

Reservation Board

This is located on the north end of the first pillar as you walk down the stairs in the HECC. It lists class reservations for certain lab machines. There will be a posting for the regular semester classes, and then any one-time reservations that come up. **CLASS RESERVATIONS HAVE PRIORITY IN THE LAB.** The lab is funded with instructional money, meaning that students using the lab for class have priority. Please leave your computer if the lab fills up during a class.

Remote Access to AAE Files

You are able to remotely access the files saved on the AAE File Server. Please refer to the HECC website for details:

<http://www.aae.wisc.edu/hecc/>

Department Terminal Server (Remote Desktop)

The Department has a Terminal Server available to all users. It allows you to connect to a Windows computer and run software remotely from anywhere in the world. More details on how to use this service can be found on the HECC website.

Reporting Problems in the HECC

If you experience any problems with software or hardware in the HECC, please notify the HECC staff immediately, so it can be fixed as soon as possible. Email the HECC Director at ewdieckman@wisc.edu.

When reporting problems, remember to ALWAYS include:

- Which computer you were on (HECC01, HECC22, etc)
- Which software program were you using
- What the EXACT error was (WRITE IT DOWN!!)

By making sure you include that information, it will help the HECC staff narrow down the problem and fix it quicker.

Taylor Hall Mailing Lists

The HECC maintains several mailing lists for the building. They are available for your use. However, please be responsible when posting email to these lists. Keep the message content appropriate for the audience that it is sent to. If you are unsure what might be appropriate, please check with HECC staff prior to posting.

The lists are:

aae-taylorhall@lists.wisc.edu
aae-students@lists.wisc.edu

All residents of Taylor Hall
All graduate students affiliated with AAE

Eric's Sports Teams

Eric's favorite teams are the Wisconsin Badgers, the Chicago Cubs, the Detroit Lions, and Real Madrid. Any joking aimed at the losing records of these teams will be met with severe consequences....especially if you are a Packer fan.

Any other questions, do not hesitate to ask the HECC staff.

Eric Dieckman, Director

262-6884

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