

## Virtual Snacks with Council - Tips, Tricks, and Tech – Transcript of audio

We are recording the entire conference. Look for the recordings and all other resources that will be sent to all registrants. In addition, all of that information is getting populated into our training repository. We encourage everyone to please check your questions and comments into the chat box in the lower right-hand corner of your screen. Our presenters will be monitoring the chat. At the end of the presentation, they will address your questions and comments. Now we will get started with our spec section of the day, tips, tricks, and tech. I will introduce Ms. Kelly Smith to get us started.

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Thank you for joining us today. Joined in this presentation by Suzanne from North Dakota State University and Jen from Utah State University. I'm at the University of California San Diego. We thought it might be really interesting to hear about some of the tools that people in our community have discovered over the years to make their work little more efficient or creative. At so Jen and I will be talking about 10 of the tools that we use and then we went to open it up questions about those and we don't want to hear about the tools that you are using. I know I'm very much looking forward to learning about some new tools from you all. And Suzanne is going to be monitoring chat along with Cindy from GPO. So please feel free to add any questions and your recommended resources to the chat box. The first tool we will talk about is the update scanner. This is a Firefox browser add-on that monitors webpages for changes to content made on the page. I find it especially helpful for those pages that are regularly updated so that I do not to keep trying to remember to manually check those pages for new information. Many pages and monitor our sites not regularly captured by anyone doing automated calls for the Internet archive or maybe they are doing calls but they are not capturing at a level that gets to the PDL or XO files so when I'm alerted to changes can I do a quick capture to make sure it is there at least once. There are other free alternatives out there that do similar types of work and I've tried a few of them. This one has proven best for my needs. One is because it is very easy to use and there's not a steep learning curve on it. There are not a lot of extras that I do not need to try to figure out. But primarily for me, one of the biggest things, if there is a limit to the number of pages, it will monitor. I have not yet found that limit. You can see on the left of the screen a small selection of the third 48 sites and currently monitoring and I know this is like a lot but most are updated rarely. The with I do not like about this tool, unlike some of the other page monitors, it will show deletions from a page. And that was really kind of a big thing back in the early part of the previous demonstration when content was being taken down for the web so this page will not do that but if you're looking to find a material, it is very, very good. In terms of how works after installing the add-on, all that you do is click on the scan all pages which you can see at the top of down there, checks each pages for changes made since the last time it ran. Those pages that have been identified as having changes become bold in the sidebar. When the entire list of pages has been checked, you'll get a pop-up the touch of the pages have changes and then click the pop-up and it will load all of those changed pages as individual tabs for you to then review. Or you can also choose to just scan an individual page if you do not want to do all of them. You can right-click on the page name in the sidebar and select scan now. When you do that, it will show the changes made to the page in highlights and that is really great especially for those patients that have new material in a very long list of contents. We have to give pages like office of Government ethics for your page and then there are unauthorized dispositions pages which it is just like a really long page and put new stuff in everywhere down the line so it's really easy to find those changes and then do with what you want to do. The next tool is called check my links. The process particularly's a simple pic you just load a webpage they went to check and click on the check my links icon at the top of the page. And as it scans, it highlights results as dark green for valid links, light green for redirecting links, and these is usually simple URL changes or red for invalid links. These can happen for a variety of reasons I have

found them coming up with defunct pages, pages that have been moved without a redirecting link, site down for maintenance, and a lot of other things. The one thing I do not like about this tool which we find also helping with the internal spring fairly checker is there are false positives that can come up. Those errors, for a variety of reasons. It might be that the site just is not loading fast enough so for some reason. And might be at the page requires a login and so the tool cannot check it. Or might be because of how a particular website is configured. For example, on my guy, with my links go into the Federal Aviation Administration pages and they show up as false positives. That is because of how the FAA has configured the website. For some reason, occasionally I will get lots and lots of false positives. Like I have used this regularly enough that I know sort of how many hours to expected even page or a given guide. So like maybe I will be expecting three or 4 years and in style get 100 errors. And when that happens, I just be run verification and almost always resolves the issue. So I'm not sure when that happens but it can be a little disconcerting, especially when you are new to the tool. Recently discovered that there is a limit to the number of links it can check on the page. Although that number is quite high, one of the pages has over 1600 links on it right now. And check my links no longer works particularly well with the page. So I had to get a little creative about how to check links on that particular page. The next is tech Smith capture trick. This led to do annotations on screenshots. I use this pretty regularly. That is especially when I am doing virtual consultations with students because I can use this to help guide them to specific resources on website for to show search strategies for database, for example. I've heard some users complain that the option, then a of options are too limiting, like him you cannot really do a lot with this tool that you can do with some of the more advanced annotation tools. But that is, the simplicity of it is actually one of the things I like best about it. It is sort of a quick and dirty type of tool like do not have to learn what you're doing, you can just download it and start using it right away. All that you can really do with it are these very simple frames. You can do highlights like the cataloging and classification part of the website there and you can add arrows and text boxes. That's really about it. You can change the colors. There are I think difficulties for each of those aspects but that's really all you can do. There is an option within tech Smith capture to record video. I personally have not used that but I have colleagues who have and they said it is a pretty easy process and the tech Smith capture website does have a support page that gives you step by step instructions on how to record video and it does look like a very straightforward kind of process. The tech Smith capture software is available. It is a free download. There's also a free app version for iPhones and iPads. I'm going to pass the ball to Jen to talk about our next resources.

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Thank you. I will talk about today that I have used tech for embedding within guides to promote collection resources. They are both free but they do require Google access because they operate off of open Google sheets, their version of Excel. So all of these come from the night lab which is at Northwestern. And they revolve around using embedded widgets, essentially, to help tell stories. So the story that Wichita are about how to navigate on cover things in our collections. So I have used two of the widgets that are available through the lab. Timeline which a feature on this and storyline which I will show you an example of in a second, the timeline is fun because it takes a spreadsheet and turns it into an interactive timeline that you can embed into a website. For each element on the timeline, you can associate a date could be as wide as a decade or as narrow as a single date or time, whatever, and so I have used it to help plot chronological series within the collection, so in this instance, I have used it to show our soil surveys for the state of Utah. I met an agricultural college. And is a land-grant universities of the surveys are well used by our students and faculty. And actually featured this couple of years ago at a conference. It's part of in a larger soil survey inventory. But this allowed us to take representative images from the soil surveys thanks to the USDA digitizing them all. And I provide a link to the digital item as well as a description in the text of where researchers could find from the shelves. It's really cool to kind of all of these things together. The story map option takes the timeline concept that operates

the same in the back end but this one relies on geographic representation. So Suzanne, another depository livery councilmember, along with Ben Ben have a traveling exhibit right now that uses the story map in our online outreach. The traveling exhibit is about various disasters. And as the exhibit travels, we add additional geographic sites. Set the exhibit started in Fargo with Suzanne and Suzanne was able to plot parts of her disaster story on a map. Then when the exhibit came to me a couple of months ago here in Logan, Utah, we headed the Logan portions of the exhibit onto the map and then, when it goes to Montana, we will have those as well. So change is our exhibit travels and it allows people who can see the breadth of it and can interact through this widget provided by the lab. The third one I wanted to future, we're going to back to the surveys and to represent a geographic element. And this is using Google's mind maps to plot collections of materials. So each of these dots that you see here is a soil survey. It is located as close as possible to the area of study. Utah is a bit weird compared to other soil surveys and most of them accounting based but here in Utah, hours our area basin's been multiple and so you can see that we have one that technically is located in Nevada because the area is so large that it encompasses a lower portion of the state. The text here that you see in this description is the same text that is on the timeline. But it allows users to interact in a different way. Both this version of my maps in the timeline are present on the guy that is about the soil surveys. These are just critical and interesting ways to use free tools to present your collection of materials in other ways. I will pass the ball back to Kelly. Then I will open the chat.

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Thank you. This one is a new one to me. One of our metadata librarians easiest introduced this to me. And I have been thinking her profusely ever since. This one runs directly webpage so there's no need to install an add-on download software anything. The underlying concept is that comparing lists for overlap is a tedious task and so does that work for you. The metadata library to introduced this to me said that she uses it frequently for data intensive work. So far, what have been using it for and what I found it extremely helpful for is I have a live guide that makes out to all of the available twitter accounts for all of the senators and House members. And because new senators and representatives come in with elections and leave with elections, I have to kind of keep checking that list to make sure that it is as up-to-date as it can be and so list death really helps me compare the content that is currently on my live guide with the content, the directory content that is on the house and Senate website. So the way that works is pretty simple. What I do is copy and paste the list of names from my live guide into the top grade list A box and a copy paste the list of names from the House or Senate website into list B and then I click the compare with button and then double at the bottom of the screen, you'll see there is a blue B only box and so after I have clicked the compare list button, the tool does its thing and the results show in the blue A box the names that on my guide that are not on House or Senate website while the blue B only box shows names of the house or Senate once I put on my live guide is usually still a little bit of manual checking for me because my guide might list a more informal name like Jim and Sir James if Jim is the more commonly used one for that person while the Senate has site might list them more formally. When that happens, the tool identifies those as different rather than overlapping and have to manually compare those. But trust me, even doing that, it is still so much faster than trying to manually compare over 400 need of representatives. There is a text fixer CST to imitator, a text colonizer and I've never used any of this because comparing this is what I really needed for. Those other tools are intended to help clean up and reformat data and to correct misaligned columns from data copied and pasted into various spreadsheets. In the next tool, it is the one that I think maybe some of you might find especially helpful. Context menu search is a very cool chrome extension that lets you quickly search other databases from whatever website you are currently on. So colleague who introduced me to it uses this tool regularly for collection development. And I can desperately see the advantages it would offer

network. I find it really helpful in reference work, especially when I'm trying to track down a specific title. So from any website, you do is highlight the text you are interested in and right-click to select the source you want to search from your customized menu. Let's say in this example I have searched the catalog of government applications which is shown on the screen here. Going to see if the U.S. or he CST has the United States document number three. All I do is a highlight the title and right-click and select you see library search from the customize menu. And it opens up the results in a new window or tab and it shows me the result as the top hit within the library catalog. Set in which go back to the previously purchased to see can see my menu again. The little menu where you will see library search highlighted is I customized menu. Context many search comes with about 40 preset tools and you can include all of them are just select the ones that you want to have on your customized menu and the presets include popular sites like Google, be, Amazon, Wikipedia, twitter, YouTube, I am PD, things like that. But the really cool thing about this is you can add others manually by entering the word test search, all one word come in the search box of the website and copy the resulting URL and paste that into the context many search using the options at the bottom of the menu. And there's a really helpful how-to video with the homepage walk you through the process. On a customized menu here, you can see that I have added that CDP, so when I am searching for a title, like, say for example, something comes up from one of my students who is looking for a particular government information application, I search Google because, be honest, that's what most of us usually start . search Google and identified it there and then so from Google, I just highlight the title and then I can very, very quickly search CGP, how to stressed librarians so it's a really good way to sell yourself sometime when you're searching for specific resources. If you find yourself frequently searching a particular database, you should be able to add it to your customized menu. The site just has to have an internal search box where you can enter that test search phrase.

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There's a question in the chat. Could this tool be used with Google scholar and Google books?

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It can, yes. And I believe those are all options on or that come as a preset. In fact, yes, you can see Google scholar and Google books in my customized menu on the screen. To keep both of them

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Sees them quite a lot.

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Fairly confident most of you are familiar with using way back to view archived pages. There are a couple of things that I thought maybe some people are not as aware of. One is the save out links option introduced and 2019. This is a free feature. But it does require a free account with Internet archive. So when you use the save out links option, way back tends to capture the URL you have entered along with all of the URLs that are linked on the page. Phase this option very frequently when I find a page that has not been captured before. It lets me create a more comprehensive archive of the page. For example, it is really helpful. I try to watch foreign news since the Bureau publications page that come out have a lot of statistical tables linked on them. And so rather than having to go through and individually capture each one of those Excel file links, I just do the same out links and it tries to capture all of those Excel files. That said, as helpful is that can be come I will caution that is not always successful in capturing every link on a page. You can't be certain that particular link has been captured unless it and do it manually, you manually confirm that it is in the Internet archive. The out links option is also really helpful in identifying some pages that had not yet been captured. So you can see on the right side of the screen, it is hard to read the text. The yellow highlighted area includes, next to the green box, is as safe, and there is a great box it says first capture so what that tells me is that Camino, went to is saved all of those links that are on the main URL that I -- the one this is first archive had never been archived before. If that is something that I think might have additional reports or additional statistic files or something linked on it, that I will

bring that link up and look at it on the live web to see if I need to do more conference of capture of that particular site. One of the things that are what it took me mention about way back is that it can be really helpful when you run into technical issues and trying to access a live website and I will say that many of my colleagues really surprised to learn that a lot of payroll websites are regularly captured in way back machine. Or it's an Internet archive. So on this we see here, this is the New York Times article and most year times news articles are captured in the Internet archive as a most of the Washington Post news article so if you're trying to read one of his articles and hit up a wall, try going to the Internet archive and see if you can pull up the page there. If the page that you want has not already been captured, you can often go ahead and capture yourself and then view it within the way back machine. That doesn't work with all payroll sites. Bloomberg is one of the sites I know that does not work with Internet archive. But many sites do and I could be really good resource if he has those pay walls. It's also really helpful for when you have run into temporary technical glitches. Fairly frequently when I am running those links checks on my guide, I will find at least a few pages that have certificate errors meaning that the site security might be compromises of the page will reload. So when I run into those come I will go into the way back machine to try to capture the page there because often the way back machine will capture page even if it has a certificate error. And then when I view the page on the way back machine, it helps me determine if the site is still active or if I can learn anything more about the page from there. The last one that I have is conifer. Some of you might know this as work reporter which was the name until mid-2020. Is similar to the way back machine and to capture or archive a website. But unlike the way that machine, conifer lets you capture interactive websites. On the San Diego page that you see here, you're actually able to click through all the tabbed pages and uses school bars and so what you cannot do on the way back machine captures. Those with a specific resource that we wanted to show you. These three sources, this is already present in these are some questions we came up to guide some discussion and help you think about some of the free tools that you commonly use or things that you think others might not be aware of how you would learn about new tools. So I will be quiet now and turn it over to Cindy and/or Suzanne to talk about the check.

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Kelly, we have a question, can conifer capture the New York Times stories that are visual reads?

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They should be able to, yes. As far as I am aware, there's no limitation, technical limitation. Now I will caution that there might still be some copyright issues that go along with capturing certain types of web content. For example, when it first started, the San Diego Union Tribune was doing a lot of daily updates about covert experiences here in San Diego. And I was capturing them but I never made those private because I did not have the confidence that the copper eight issue would allow me to make those public. I did contact the San Diego Union Tribune for permission but I never heard back from them. Technically yes, you should be able to capture anything but be aware of the copyright possibilities.

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You did a great job in determining which tools to show today. There are a lot of I'm going to try that's, this is cool, so you're right on with your choices that you made today. We do have a few questions.

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You have to set up an account to use the way back machine so my guess is that yes there might be some cookie type activity going on with those. To be honest, I have not delved deeply enough to to their privacy practices because these were all resources that either I or calling to find a decent for a long time so I'm fairly confident it safe and using it.

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The night when one does not require an account for the data that you are actually sharing through it is hosted within your Google account so you are creating, your publishing a Cauchy to the web and then night lab is retrieving data from the and putting it through their servers to format it into the actual

widget. The only thing you're getting from night lab is actually an in bed code. For example, when we originally created both of the night lab tools that I showed you today, that's not true, when equated the one that I control, it was under a different Google account and I currently have. That Google account went inactive and my tool broke. To re-upload the same data into a new Google account in order for her to repopulate.

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We appreciate the list of things he added to the chat.

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I talked to the author of data as a plural some time ago. And I asked for permission to sort of repurpose the links that he includes as plural and just keep the U.S. government related sources. And he was very enthusiastic about that and gave me permission to do that. So I just put in the chat a link to my statistics page, use, website and on the page, you'll see on the right that there is status a plural box and there's a downloadable Excel sheet there adjust includes the federal resources from data as plural.

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Linda has also shared a print friendly and PDF that makes any webpage differently. Thank you.

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Figure sugar knowledge with folks this morning.

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I think the transfer in the chat will be saved and thank you to Jen.

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Thank you. Will be back at 1:00 Eastern for our next session and thank you.