

# Recommended Common Goods Tools

[Office 365](#) | [Training](#) | [Graphics / Visualizations](#) | [Productivity](#) | [Accessibility](#) | [Surveys](#)

## Office 365

All full-time staff have access to Office 365: [https://ut.service-now.com/sp/?id=ut\\_bs\\_service\\_detail&sys\\_id=b9d65c7c4ff9d200f6897bcd0210c77e](https://ut.service-now.com/sp/?id=ut_bs_service_detail&sys_id=b9d65c7c4ff9d200f6897bcd0210c77e)

- Email (Exchange Online)
- [Skype for Business](#)
- Web Applications & Content Management (SharePoint Online)
- Storage (OneDrive)
- Voice/Video/Chat (Skype for Business)
- Collaboration ([Teams](#) and Office Online)
- Desktop Applications (Office ProPlus)

## Training

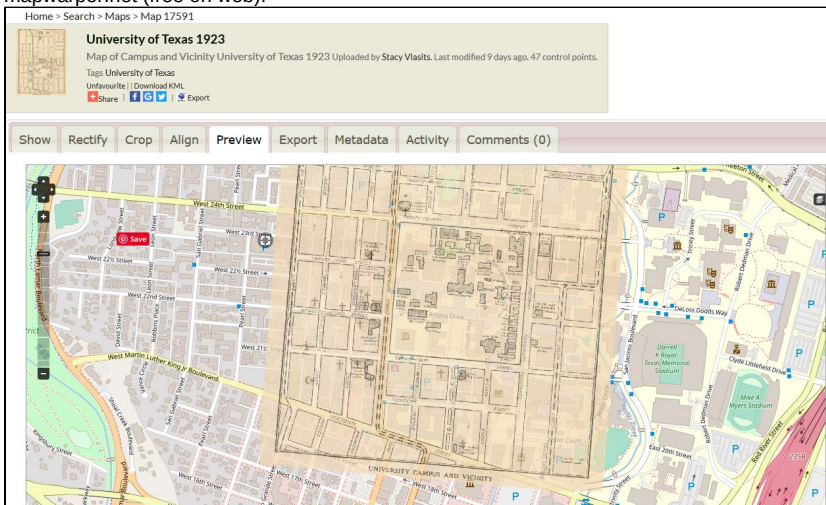
### [Lynda online training](#)

Free for current University faculty and staff. Online training videos for business, IT, web design, marketing, and more. Popular courses:

- Civil engineering tutorials: <http://www.lynda.com/Civil-Engineering-training-tutorials/6461-0.html>
- "On Camera: Develop Your Video Presence": <http://www.lynda.com/Video-Shooting-Video-tutorials/Camera-Develop-Your-Video-Presence/108973-2.html>
- Weekly Microsoft Office Workshop: <http://www.lynda.com/Excel-tutorials/Weekly-Office-Workshop/165644-2.html>

## Graphics / Visualizations

- Microsoft Visio is available to faculty & staff : [https://ut.service-now.com/sp/?id=kb\\_article&number=KB0017134](https://ut.service-now.com/sp/?id=kb_article&number=KB0017134)
- ArcGIS Pro: <https://guides.lib.utexas.edu/install-gis-software/arcgis-pro>
- ArcMap: <https://guides.lib.utexas.edu/install-gis-software/arcmap>
- QGIS: <https://guides.lib.utexas.edu/install-gis-software/qgis>
- mapwarper.net (free on web):



## Productivity

### [UT Stache](#) (Password Management)

UT's Stache service is a highly security cloud service for storing your passwords. It can also securely **share** passwords with other UT staff (valid UT EID required) if needed for a project or group account. You can designate other people to own, edit, or just view the password in question. Each password you enter is secure to you alone until you share it. More info: [Stache](#)

- stache home
- new entry
- new folder
- settings
- help / faq
- contact the iso
- logout
- tags

IM URL, or have annual meeting anthony have byerly catalog compendium concour email rights gra image job posting library library association nwa library luster meebdo myro portal powerpoint preprints purechat request log shared username aa sites try twitter virtual reference @ wotwshelter pro website wordpress zoho "via shorter" DB/Text Inmagic (shw admin) shrocks author 41 submitted 400 catalog cataloging chat Ctr code edit andrde Renewal risk financing fax R gra keys lyns pavements photographs photos photosadmin pto pot press: the rto: to the books including shared via the connect slideshare Social media list supervisor lighthouse lousa pavements preservation center timeline lousa tpo have ftd twitter twitter influence VQ0005 oregon website website design whetnagad wikipedia wordpress support forum yetkon yldirmt yusuba

last modified: 2 years ago  
shared to: Katherine Hoffman (kth2697), Louise Rosenzweig (larosen), Michael Nugent (nugentml)  
tags: Inmagic catalog edit DB/Text shared

CTR Library: Presto Admin account for library install  
last modified: 5 years ago  
owned by: Louise Rosenzweig (larosen)  
tags: admin

CTR Library: Presto Knowledgebase  
last modified: 2 years ago  
owned by: Louise Rosenzweig (larosen)  
shared to: Michael Nugent (nugentml), Edwin Keiffer (skeiffer)  
tags: pbk

CTR Library: twitter  
last modified: 1 year ago  
shared to: Michael Nugent (nugentml)  
tags: social media twitter library

CTR Library: youtube account  
last modified: 2 years ago  
shared to: Michael Nugent (nugentml)

CTR Lynda tutorials -- as of 4/16/2013  
last modified: 5 years ago  
owned by: Maureen Kelly (kellym2), Marybeth Casias (mbj64)

CTR main's Flickr  
last modified: 3 years ago  
owned by: Maureen Kelly (kellym2)  
shared to: Leigh Ashley Williams (law646), Lisa Loftus-Otway (ldotway), Lisa Macias (weyanll)  
tags: photographs photos flickr

CTR main's twitter  
last modified: 3 years ago  
owned by: Leigh Ashley Williams (law646), Lisa Loftus-Otway (ldotway), Lisa Macias (weyanll)  
tags: twitter

UT Short Link service
(File sharing, web, tracking)

UT's alternative to [bit.ly](#), [tiny.cc](#), and tinyURL services. It allows the original creator to track use of the link over time. The link includes the trusted "utexas.edu" domain. It does not work on all links and can not be customized nor can it be updated once created. <http://links.utexas.edu>

In this example: <http://links.utexas.edu/CRMLVMN> directs to a much more complicated URL

links.utexas.edu

| ID      | URL                                                                                                                                                                                                                                                  | Options                      |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| CRMLVMN | https://library.ctr.utexas.edu/Presto/search/SearchResults_ClearCriteria.aspx?q=(catalog.Series="annual+report+center+for+transportation+research")                                                                                                  | <a href="#">View/CSV/XLS</a> |
| SDNPHH  | https://library.ctr.utexas.edu/Presto/search/SearchResults_ClearCriteria.aspx?q=((catalog.StudyNo:(bxdot))AND(catalog.subj:((pavement*)"OR("mix+design")OR(concrete)OR(construction))))AND(catalog.PubDate:[2016+TO+9999])NOT(catalog.reportno:psr)) | <a href="#">View/CSV/XLS</a> |

Want to shorten another URL? [Return to the main page.](#)

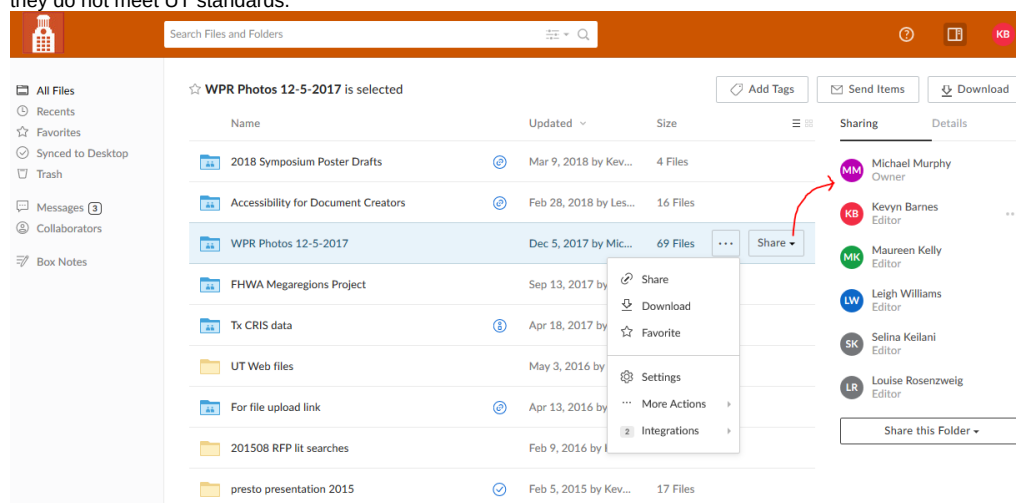
links.utexas.edu

This table shows the number of hits recorded each day for the short link crmlvmn which redirects to https://library.ctr.utexas.edu/Presto/search/SearchResults\_ClearCriteria.aspx?q=(catalog.Series="annual+report+center+for+transportation+research").

| Date       | Hits |
|------------|------|
| 02/19/2010 | 3    |
| 02/20/2010 | 2    |
| 02/21/2010 | 1    |
| 02/22/2010 | 3    |
| 02/23/2010 | 0    |
| 02/24/2010 | 1    |
| 02/25/2010 | 0    |
| 02/26/2010 | 0    |
| 02/27/2010 | 1    |
| 02/28/2010 | 2    |
| 03/01/2010 | 0    |
| 03/02/2010 | 1    |

UT Box
(File sharing)

UT now offers Box Enterprise Service (UTBox) for all students, faculty and staff. UTBox is a cloud hosted data storage service similar to Dropbox so you can share files with specific people or send a link to let anybody have access to view and/or edit files in a specific folder. Unlike the commercial services, UTBox meets the security requirements for UT Category 1 data. Dropbox and others should not be used for UT Cat1 data as they do not meet UT standards.



## UT Lists

This service is for UT faculty, staff, and students to create mailing groups for discussions, updates, etc. It can be for work group discussions, alerts to staff, or even buy/sell/trade casual discussions. They can be open to anyone to subscribe or may be more restricted by the list owners. When an email is received from one of these lists, it will have the list name in brackets at the head of the subject line: **\*\* software & design of the subscription interface will be updated March/April 2018**

| SUBJECT                                                                                                                                                            | RECEIVED               | SIZE   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------|
| [webpub] [it-updates] Update: UT Lists Service Upgra...<br>ervice team What is changing and when? The UT Lists mailing list service upgrade, previously            | Wed 3/14/2018 7:10 AM  | 158 KB |
| [webpub] [it-updates] (WSUS) March 2018 Microsoft ...<br>What is changing and when? The March 2018 Microsoft Updates, including any released after Patch           | Tue 3/13/2018 1:09 PM  | 130 KB |
| [mysql-customers] ITS MySQL to Undergo Upgrade in ...<br>MySQL environment will undergo a major version upgrade from 5.6 to 5.7 this summer (a tentative           | Mon 3/12/2018 1:29 PM  | 207 KB |
| Rel... [clips] Daily News 03/12/18<br>stin American Statesman ran a story over the weekend about the Texas Oil and Gas Institute, which was                        | Mon 3/12/2018 11:10 AM | 92 KB  |
| [it-talk] FW: DY Data Replication Testing Beginning in ...<br>developer, please disregard. If you maintain code that calls the new DY secured modules and did not  | Mon 3/12/2018 9:43 AM  | 87 KB  |
| (3) [utweb-talk] Re: UT Web web panel update and outag...<br>k! We've got a fix for the bug in virtualmin that prevented us from updating the UT Web Panel a month | Fri 3/9/2018 8:58 AM   | 239 KB |
| [it-talk] Controlled phishing campaign statistics (Roun...                                                                                                         | Thu 3/8/2018 2:25 PM   | 76 KB  |
| [it-talk] Lanrev 7.4.2                                                                                                                                             | Wed 3/7/2018 2:51 PM   | 76 KB  |

## EasyBib plug-in for MS Office

"EasyBib, a Chegg service, is one of the world's most popular bibliography and citation management tools, used by millions of students worldwide to automatically cite sources in just a few clicks. With the EasyBib Add-in for Office 365, you can: Save time by automatically citing a book, website, or journal article using an ISBN, URL, or source title. Easily create, save, and add citations directly into your paper without ever leaving your document. Save effort by choosing to automatically format your citations in MLA, APA, or Chicago style."

## EndNote <http://guides.lib.utexas.edu/c.php?g=539686&p=3694904>

Citation management software that helps you collect, store, organize and cite sources. The reduced cost desktop version is recommended for large research projects. The free online version is recommended for smaller research projects.

## GitHub

<https://github-dev.austin.utexas.edu/>

Introduction to GitHub: <https://guides.github.com/activities/hello-world/>

## OpenRefine <http://openrefine.org/download.html>

OpenRefine (formerly Google Refine) is a powerful tool for working with messy data: cleaning it; transforming it from one format into another; and extending it with web services and external data. OpenRefine is available in English, Chinese, Spanish, French, Russian, Portuguese (Brazil), German, Japanese, Italian, Hungarian, Hebrew, Filipino, Cebuano, Tagalog.

## Accessibility

### Visualizations

- Colour Contrast Analyser <https://developer.paciellogroup.com/resources/contrastanalyser/>  
The Colour Contrast Analyser (CCA) helps you determine the legibility of text and the contrast of visual elements, such as graphical controls and visual indicators.
- ColorBrewer <http://colorbrewer2.org/>  
Allows you to select color combinations that are accessible to colorblind readers and/or printer safe.
- WebAim Color Contrast Checker <https://webaim.org/resources/contrastchecker/>  
Text must be 508 compliant on all documents (WCAG AA). This tool tests whether your text color and background allow for accessibility.

## Video Captioning and Transcriptions

<https://captioning.lib.utexas.edu/>

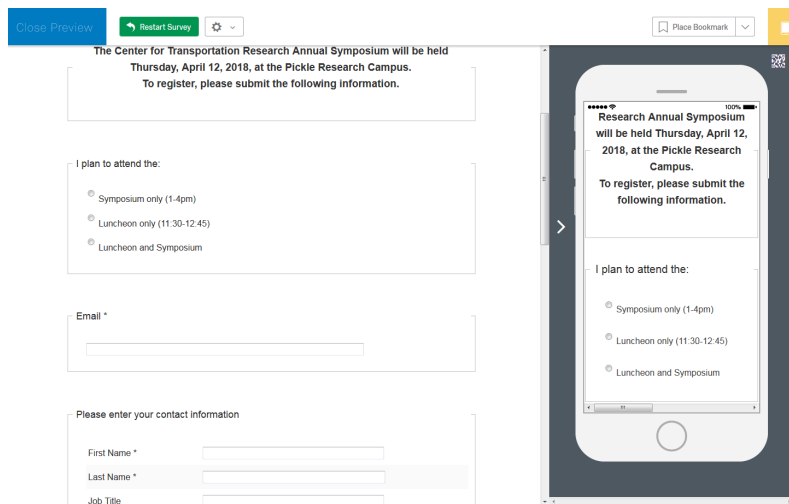
## Surveys

### Qualtrics Survey Tool

Create surveys using UT's licensed Qualtrics Survey Tool. This is also useful for event registrations or polls. More info: <http://www.utexas.edu/its/survey/>

See comment below about Qualtrics accessibility issues (you can't use every option in Qualtrics).

For more complex surveys and data analysis, see Michael's comment below about [free consulting](#) from the Department of Statistics and Data Sciences. In addition, part of the UT License includes some support from Qualtrics Research Services including survey design and help targeting specific audiences. Contacts are Megan Anderson <megana@[qualtrics.com](mailto:qualtrics.com)> and Carter Smith <carters@[qualtrics.com](mailto:qualtrics.com)>



The screenshot displays a Qualtrics survey preview interface. On the left, a desktop view shows a survey titled "The Center for Transportation Research Annual Symposium will be held Thursday, April 12, 2018, at the Pickle Research Campus. To register, please submit the following information." The survey includes a question "I plan to attend the:" with three radio button options: "Symposium only (1-4pm)", "Luncheon only (11:30-12:45)", and "Luncheon and Symposium". Below this is an "Email \*" field. At the bottom, there is a section "Please enter your contact information" with fields for "First Name \*", "Last Name \*", and "Job Title". On the right, a mobile phone mockup displays the same survey content, showing how it would appear on a smaller screen. The interface includes navigation buttons like "Close Preview", "Restart Survey", and "Place Bookmark".



Qualtrics-ResearchServices.pdf