



Session 4

Tool Time Tuesday

UT Wellness, Recording Sessions, SnagIt Tips





Hello!



Laurissa Gann, MSLS, AHIP

Lesli Moore, MLS

Research Medical Library

www.mdanderson.org/library/

RML-Help@mdanderson.org



Wellness





UT Wellness Tools

- [Hinge Health](#) – Programs for back, knee, hip, shoulder, and neck.
- [Omada](#) – Program for weight loss and reduction of hypertension.
- [Livongo](#) – Type 1 or 2 Diabetes assistance. Free glucometer, free test strips, and coaching.
- [Ergonomics checklist](#)
- [Work from home](#)
- [MDLive](#) – Doctors and psychiatry visits.

A close-up photograph of a camera lens, showing the internal elements and the blue reflection on the glass. A bright yellow banner is overlaid across the middle of the image, containing the text "Recording Sessions" in a bold, black, sans-serif font. Below the banner, a yellow circular icon with a black Wi-Fi symbol is positioned over the camera's control panel, which includes labels like "SHUTTER", "WHT BAL", "START/STOP", and "INDEX MARK".

Recording Sessions





Recording Sessions

Rules

- [UT System Rules](#) – We shouldn't record meetings.
- Ask for permission.
- Cut out attendees if possible.
- Non-employees need to sign a media release form if they are featured in a recording.

What we use:

- SnagIt (available in Software Center)
- [Camtasia Relay](#) – Request an account and complete a certification.



Snagit[®]

Tips and Tricks

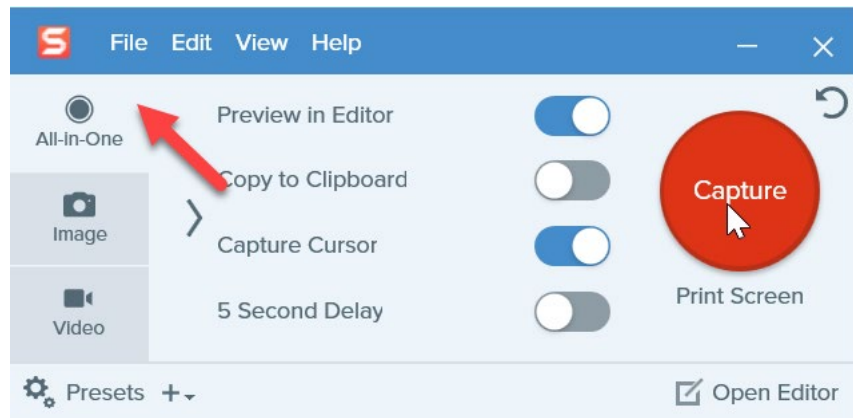




SnagIt: Three Tabs – All in One

○ All in One

- Select the window you wish to capture
- Choose image or video or panoramic capture

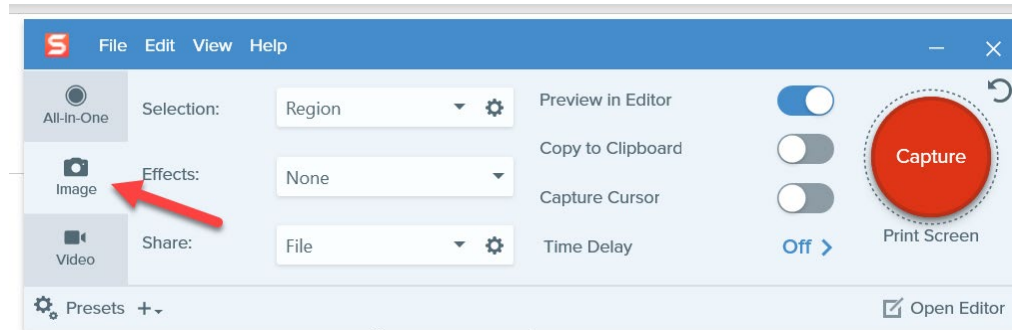




SnagIt: Three Tabs - Image

Image

- Region or Window are easiest to select an area of your screen.
- Choose a specific image size with the gear icon to standardize.
- Automate steps: remove your cursor, save to a specific folder automatically, choose a file type (TIF, PSD, GIF)
- Scrolling Window allows you to scroll down your webpage.

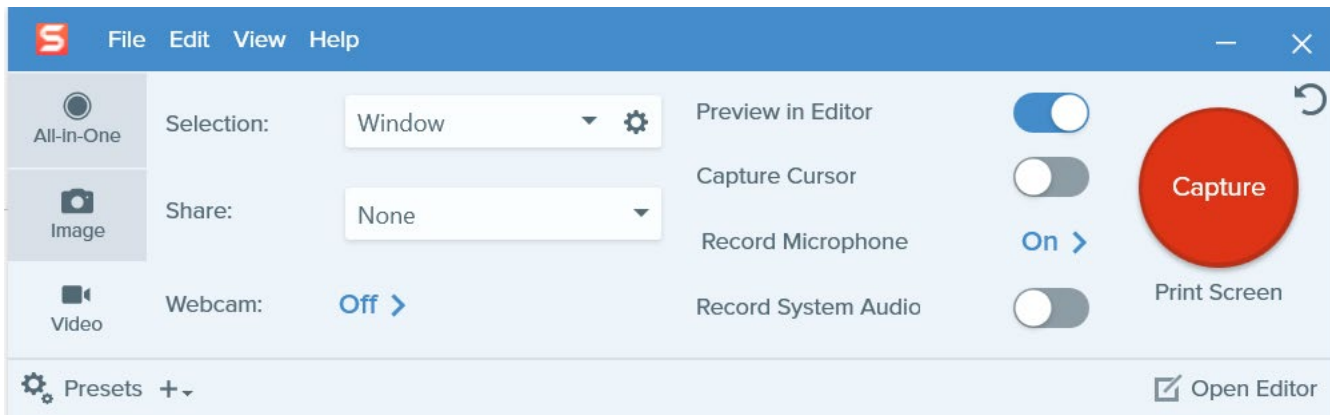




SnagIt: Three Tabs - Video

Video

- Record your video. Select a region (works better than Window).
- Record system audio and/or microphone
- Turn your webcam on or off
- Offers basic editing tools





SnagIt Editor

Annotations

- Add arrows, text, numbers
- Stamps: Emojis or icons
- Magnify, highlight, crop, or blur text

WebEx Follow - up





WebEx Questions

- **Host Key** – Allows you to have a secondary host without your attendance. Create invite in Outlook, login to mdacc.webex.com, get the host key. The alternate host will enter the WebEx room, go to “Participant” and “Reclaim Host Role”
- **Personal Room** – Lobby only exists in the personal room. It’s not available in a regular meeting room.
- **Toll Free Numbers** – These are linked in the Outlook invite.
- **Moderator checklist**



Thanks!

*Any **questions** ?*

Ask the Research Medical Library

- RML-Help@mdanderson.org
- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays:
<https://mdanderson.libcal.com/event/6632717>