

# Session 5

## Tool Time Tuesday

Libby, stay up-to-date, ORCID, and Box tips



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### Libby (iOS, Android, desktop)

- Free app for leadership & wellness books: <https://mdanderson.overdrive.com/>
  - Download Libby or Overdrive
  - Search for “MD Anderson”
  - Login with MDACC credentials.
  - Download eBooks or place holds.

### ORCID:

[www.orcid.org](http://www.orcid.org)

- Create an ID in less than 2 minutes.
- Claim your publications
  - Add your affiliation.
  - Scopus.com to your account.
  - Add conference abstracts, books, bookchapters.
- Use your ORCID
  - In your email signature
  - On your NIH biosketch

### Stay up-to-date

- [Google News or Google Scholar](#)
- [Researcher app](#): Follow a feed of the latest journal articles in your subject area.
- [Howtogeek.com](#): Fast way to get an answer to some of your tech questions.
- [Feedly.com](#): Follow journals, news sources, blogs, YouTube channels. Create subject categories to combine sources. Use the “Read later” feature to review the topic later.

## Box Tips (mdacc.box.com)

- **Sync:** Download from the Software Center (3 MD Anderson devices only). Choose what you want to sync. ([page 21](#) of Box.com guide)
- **Edits:** This allows you to edit your Microsoft documents (Word, PowerPoint, Excel). Choose the “Open” button in Box to live edit a document. ([page 20](#) of Box.com guide)
- **Access Stats:** Properties → access stats ([page 16](#) of Box.com guide)
- **Assign Tasks:** General Task or Approval Task ([page 13](#) of Box.com guide)
- **Control permissions:** Go to Settings on any folder. Control who can send invites. Automatically unshare or delete a folder. Change notification settings ([page 17](#) of Box.com guide)
- **Version History:** Properties → version history ([page 15](#) of Box.com guide)
- **Add to favorites:** Favorite a folder or set of folders so they appear on your landing page.
- **Spring cleaning your files:** End a collaboration (More Actions → End Collaboration)
- Delete files ([page 6](#) of the Box.com guide)
- Recover deleted files ([page 7](#) of the Box.com guide)