

LabArchives

Quick Start Guide for New Users



Welcome to Lab Archives!

A powerful web-based software that enables you to easily store, organize, and publish laboratory data.



1915 Aston Ave. Carlsbad, CA 92008

Phone Toll Free: (800) 653-5016

Outside the US & Canada: +1 (760) 579-0342

Fax: (509) 352-9699

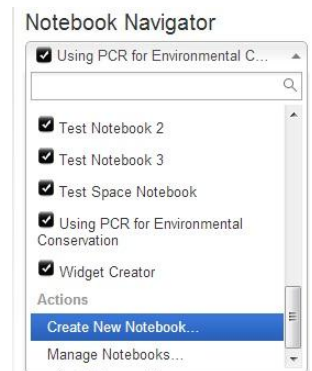
www.labarchives.com

Signing up for Lab Archives

- Log onto www.mynotebook.labarchives.com
- Select “Create an Account”.
- After signing up, an Activation Link will be sent to your email. (If you do not receive the Activation email, please check your Spam folder).
- Upon Activation, you will be directed to your Lab Archives Dashboard.

Creating a Lab Notebook

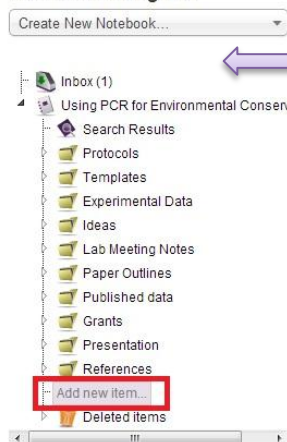
- Log on to your Lab Archives dashboard
- Look for the Notebook Navigator on the left hand side of the screen. Click on the drop-down menu and under “Actions” select “Create New Notebook.”
- Once selected, a new window will appear asking you to name your new Notebook.
- Select a name, then press “Create Notebook.”
- You have now created your first notebook!



Organizing Your Lab Notebook

Once your Lab Notebook has been created, it is time to organize it. This is usually dependent upon how you regularly set up your labs.

Notebook Navigator

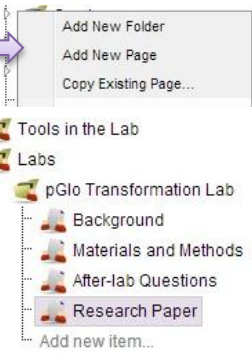


• We provide a variety of folders which you can use, rename, move, or delete based on your needs. To create a new folder or page, click on “Add New Item” in your Notebook

• You will be presented with three options: Adding a new folder, adding a new page, or creating a copy of a page based on an existing one.

• Subfolders can also be created within other folders to better organize your lab’s information.

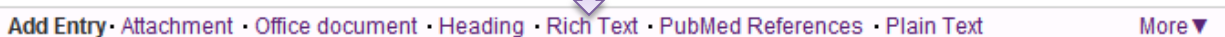
• If a folder is placed somewhere accidentally, all folders and pages can be dragged and dropped, depending on where you want that item to be placed.



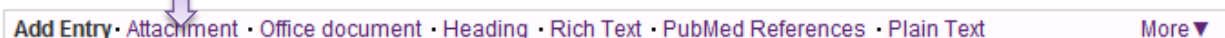
Adding Data and Entries to Your Notebook

There are many ways to add data to your Notebook. Information added to a Notebook is known as an “entry.” Entries can be added by using the toolbar at the top and bottom of the Lab Notebook.

- The most common type of entry is a “Rich Text” entry. This allows users to format text they add to their Lab Notebook.




- Documents saved to your computer can also be added to your Lab Notebook by using the “Attachment” entry. Any file format can be uploaded. If a Microsoft Word, PowerPoint, Excel, or PDF is being uploaded, a preview will be shown. Most image formats will also appear, such as a .jpg, .gif, .tiff, .bmp, and other recognized file types. (**Note:** The fastest way to transfer existing files to your Notebook is by “dragging & dropping” them from your PC or server.)

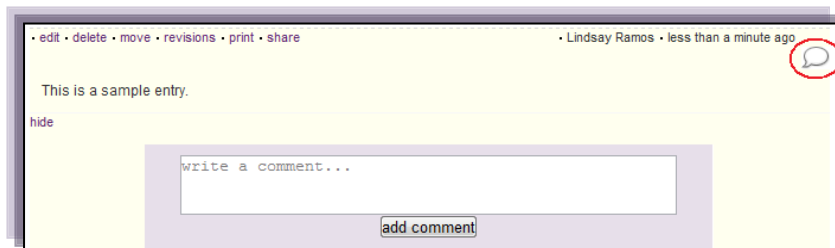


- Alternatively, if you would like to place an entry between two already existing entries, move the cursor between the two entries on the left side. An insert tool bar that includes all available entry types will appear.
- Another type of entry included within LabArchives is the “Office document.” This entry allows the user to create and edit Microsoft Office compatible documents, including Word, PowerPoint, and Excel files.

- Insert new entry:
- Attachment
 - Office document
 - Rich Text
 - Heading
 - PubMed References
 - Plain Text
 - Mathematical Equation
 - Sketch

Add Entry • Attachment • Office document • Heading • Rich Text • PubMed References • Plain Text More ▾

- The **Inbox** ( Inbox (1)) is a useful tool within LabArchives that can be used to place data in your Notebook via e-mail. If you want to e-mail information to LabArchives, send it to inbox@labarchives.com . (Make sure to send information from the e-mail associated with your LabArchives account!)
- To comment on an Entry, select the dialogue icon as shown. A comment box should appear below the Entry.



Types of Entries

- Rich Text:** Allows for text formatting such as color and sizing. You may also embed images and links.
- Attachment:** Any file format can be uploaded. If a Microsoft Word, PowerPoint, Excel, or PDF is being uploaded, a preview will be shown. Most image formats will also appear, such as a .jpg, .gif, .tiff, .bmp, and other recognized file types.
- Office Document:** This entry allows the user to create and edit Microsoft Office compatible documents, including Word, PowerPoint, and Excel files.
- Heading:** Allows you to divide a Notebook Page and to make it more readable and visually appealing
- Plain Text:** Simple text when no stylistic attributes are needed.
- PubMed Ref:** Import and store references directly from PubMed. A pop-up search will appear when selecting this option
- Widget:** A powerful feature that enables users to extend the capabilities of LabArchives. You can create forms, templates, and even custom programs that operate within your Notebooks.

Edit an Entry

To edit or delete an entry, simply move the cursor over the entry and select edit or delete from the menu that appears. Note that data cannot be removed from your Lab Archives notebook, therefore a “deleted entry” will still remain viewable in “Revisions” section.

Reviewing Past Versions of Pages or Entries

LabArchives stores every version of every entry that you make - whether it is a text document, a spreadsheet, an attachment, etc. Each revision is stored with an exact date and time stamp of when the entry was made.

- To go back to a previous revision, click on “revisions” at the top of the page.

Page Tools • refresh • revisions • print • sign • share • doi

- Once selected, a page will appear that shows all revisions made to the page. This table provides a history of the page, beginning with the most recent modification at the top of the page. The columns display the date and time that each change was made, the version number of the entry in question, by whom the change was made, the action (e.g. added or edited), the type of data, a brief synopsis of the area that was changed, followed by a link to “Revert to This Version.”
- Alternatively, the revisions can be viewed by entry. To do this, roll your cursor over the specific entry, and select “Revisions”.

Date and Time	Entry version #	Revised by	Revision Action	Data Type	Change
about 1 hour ago	5	Earl Beutler	edited		LabArchives is the web-based application designed for scientists to organize and share their labo
about 1 hour ago	4	Earl Beutler	edited		LabArchives is the web-based application designed for scientists to organize and share their labo
about 1 hour ago	3	Earl Beutler	edited		LabArchives is the web-based application designed for scientists to organize and share their labo
Sun @ 12:03 PM PDT	2	Earl Beutler	edited		LabArchives is the web-based application designed for scientists to organize and share their labo
Jul 20, 2010 @ 12:28 PM PDT	1	Earl Beutler	added		LabArchives is the web-based application designed for scientists to organize and share their labo

Linking

LabArchives includes a feature that enables you to create links from any entry within your Notebook to any other entry or page within your Notebook.

- To add a link, edit an entry and then click on the link “Edit Links” in the top right hand corner.

edit tags • edit links

- Once the link is clicked, you will see the following box:

New Link Information

Select the type of link

A page or entry in this notebook
 A url outside of this notebook

Click browse to select a page or entry for your link

Describe this link

- If you select a page or entry in your Notebook, you will be presented with the “Notebook Navigator.”
- This option enables you to select the target for your link. The target may either be an entire page or a specific entry.
- If you link inside your Notebook you may link to the current version or a previous version.
- If you choose to enter a link outside of your Notebook, simply enter the URL of the target.

Sharing Data

One of the most helpful features of LabArchives is its ability to share data. Sharing may be with individuals in your lab, with collaborators, or across the globe.

- The first way to share a Notebook is by right clicking (Ctrl-Click for Macs) on a notebook, folder, or page and choosing “Share.” Once selected, the below screen will appear:
- Each tab allows you different options to share your Notebook. The first option is to invite others.
- In the box below, add e-mail addresses for those you would like to invite to view your Notebook.
- You can opt to allow the invited person(s) to edit the Notebook or just view it.
- If needed, an option is also available that will allow you to include a personalized message and send a copy of the invitation to yourself.

Share "Analysis of Ocean Sounds"

Invite People | Groups or People With Access | URL to Share | DOI Management

Invite: (Any email address will work)

To edit To view

Subject:

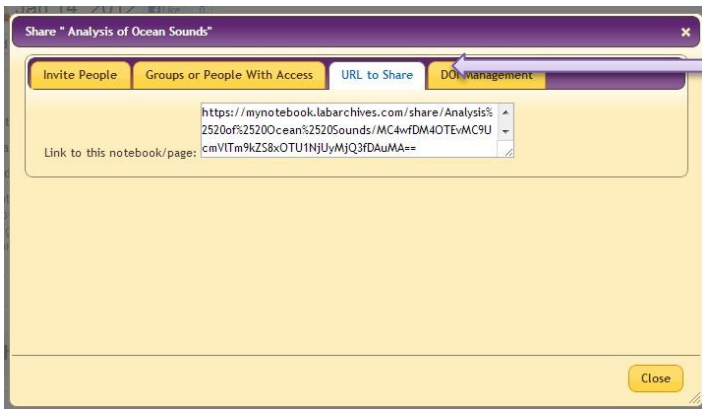
Message:

Send a copy to myself

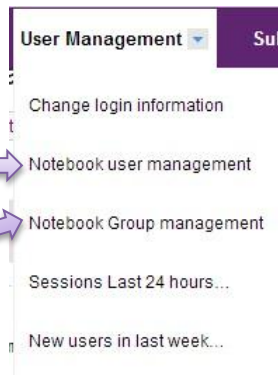
- Once people have been invited to share your Notebook, access for each individual can be controlled under the “Groups or People with Access” tab, shown here:
- If you would like your Notebook to be accessible to the public, you can select “Allow anyone to view.”
- If you would like to control how each user or user group views your Notebook individually, this can be done under the “Rights” header for each individual/group. Please note: this applies only to the previously selected Folder, Page or Entry.



- Another option for sharing information from your Notebook is by sending a link. As long as the user has been given access to view this part of the Notebook, they will be able to view it by using the link provided in the “URL to Share” tab.



- Another way of managing users in your Notebook is by going to “Notebook user management.” By selecting this option, people added to your notebook can be set as a guest, user, or administrator.



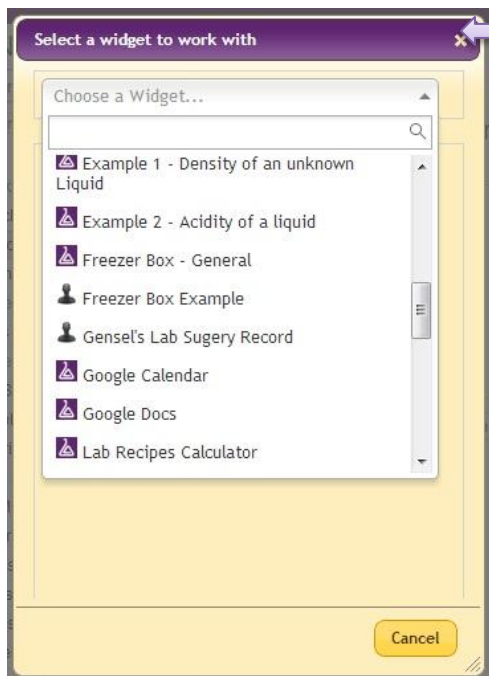
- The option to control users in groups is also available. Groups can be created under the “Notebook Group management.”
- In “Notebook User management” a drop down menu is available to change the role of the user.

Notebook User Management

User	Role	Group Membership
Bryndan B	User	Full Access
	Administrator	
	User	
	Guest	

Using Widgets

Widgets allow users to extend the capabilities of LabArchives that enables users to extend the capabilities of LabArchives. You can create forms, templates, and even custom programs that operate within your Notebooks. Widgets is a type of entry that can be added to any page in a notebook.



- Once selected, a drop down window will appear. From here, choose the widget you want to use in your Lab Notebook and it will be added as an entry.

Creating a Widget

- If you would like to create a custom widget, this can be done by going to “Widget Manager” in the top tool bar.
- To create a widget, select “New” and then create a widget made to your own specifications.

Find Lab Archives Online



Website
www.labarchives.com



Facebook
www.facebook.com/pages/labarchives



Twitter
www.twitter.com/labarchives/



LabArchives Blog
labarchives.wordpress.com