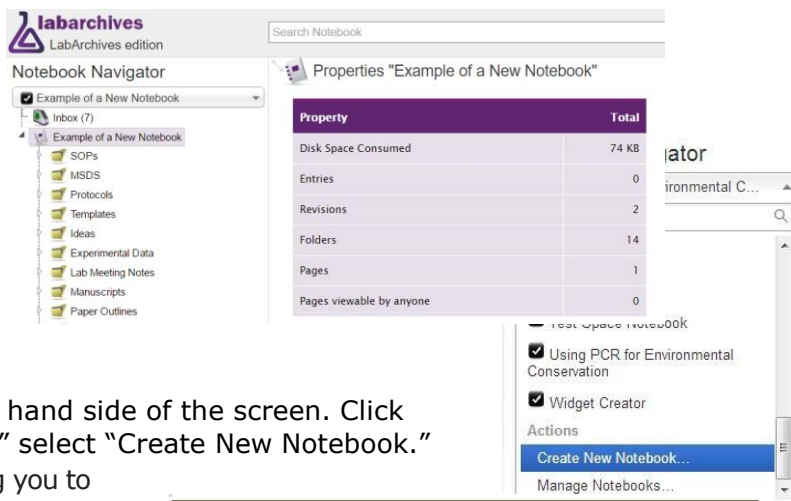


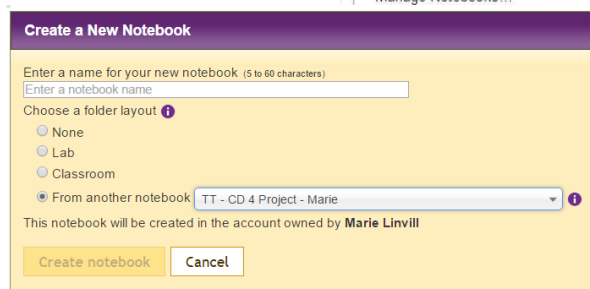
Signing up for LabArchives®

- Use and bookmark the following URL to access the Columbia University edition of LabArchives: <https://shib.labarchives.com?entityID=urn%3Apace%3Aincommon%3Acolumbia.edu>
- 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 LabArchives account.



Creating a Lab Notebook

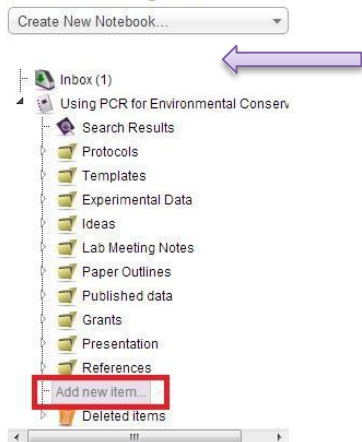
- Log into your LabArchives account
- Look for the Notebook Navigator on the left hand side of the screen. Click on the drop-down menu and under "Actions" select "Create New Notebook."
- Once selected, a new window will appear asking you to name your new Notebook. You can also choose a folder layout (none, Lab, Classroom, or select from another notebook) for the top-level folders in the new notebook.
- Add a name, select a layout, and then press "Create Notebook."
- You have now created your first notebook!



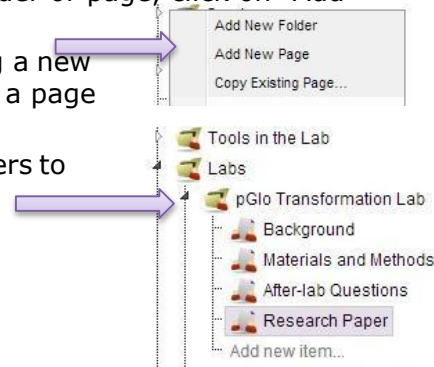
Organizing Your Lab Notebook

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

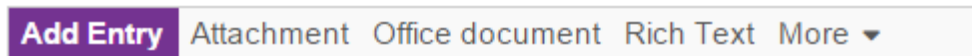


- We provide a variety of folders which you can use, rename, move, or delete based on your needs. To create a new folder or page, click on "Add New Item" in your Notebook
- You will be presented with three options: Adding a new folder, adding a new page, or creating a copy of a page based on an existing 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.

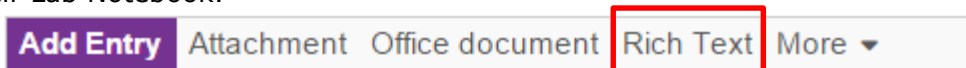


Adding Data and Entries to Your Notebook

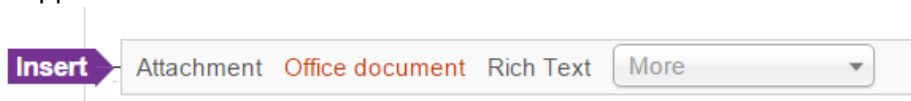
There are many ways to add data to your Notebook. Information added to a Notebook is known as an "entry." Entries can be added by using the toolbar at the top of the Lab Notebook page.



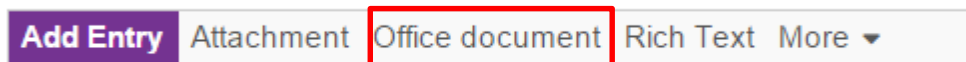
- The most common type of entry is a "Rich Text" entry. This allows users to format text they add to their Lab Notebook.



- 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.



- The **Inbox** 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 comment icon as shown. A comment box will 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.

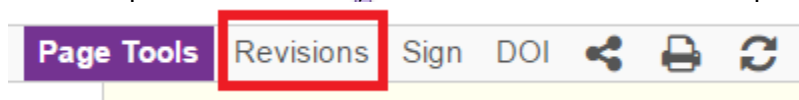
Edit an Entry

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 LabArchives 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.



- 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”.

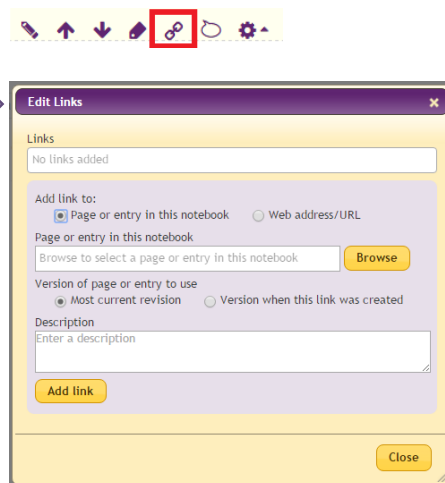


Date and Time	Entry version #	Revised by	Revision Action	Data Type	Change
about 1 hour ago	5	Earl Beutler	edited		LabArchives is the web-based application designed for scientists to organize and share their labo
about 1 hour ago	4	Earl Beutler	edited		LabArchives is the web-based application designed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

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.

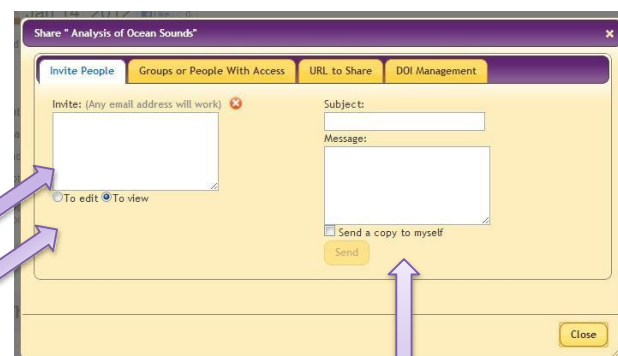
- To add a link, hover your mouse to view the entry edit menu at the top of the entry and click on the link icon.
- Once the link is clicked, you will see the following box:
- If you select a page or entry in our Notebook, you will be presented with the "Notebook Navigator."
- This option enables you 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.

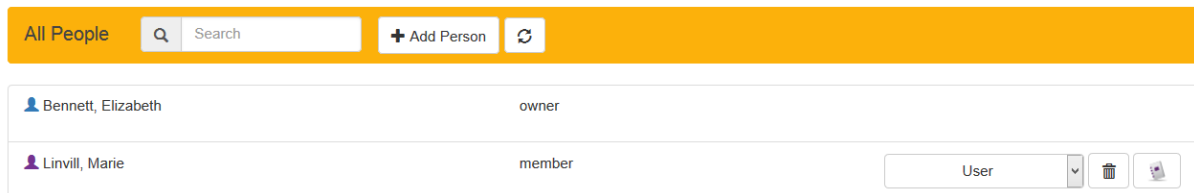
- The first way to share a Notebook is by right clicking (Ctrl-Click for Macs) on a notebook, folder, or page and choosing "Share." Once selected, the below screen will appear:
- Each tab allows you different options to share your Notebook. The first option is to invite others.
- In the box below, add 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.
- 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.



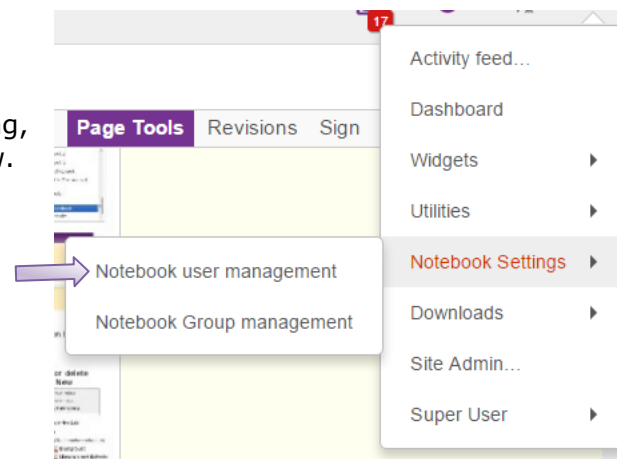


- Another option for sharing information from your Notebook is by sending a link. As long as the user has been given access to view this part of the Notebook, they will be able to view it by using the link provided in the "URL to Share" tab.

- To add people to or remove from your notebooks, click on Manage My Account link found when you click on your name at the top of the page. You can add people to any or all notebooks you own, specify their role in all those notebooks (guest, user, or administrator), and just as easily remove someone from a notebook or change someone's role across all your notebooks.



- In addition, you can also manage users from each individual notebook by going to Notebook user management and adding, change roles, or remove someone from the notebook in view.
- The option to manage 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.



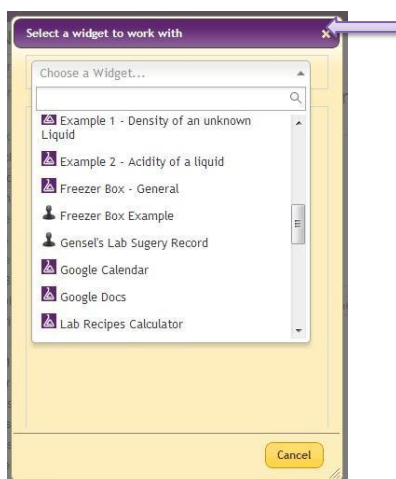
 Notebook User Management



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

Using Widgets

Widgets allow users to extend the capabilities of LabArchives. You can create forms, templates, and even custom programs that operate within your Notebooks. A Widget 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.