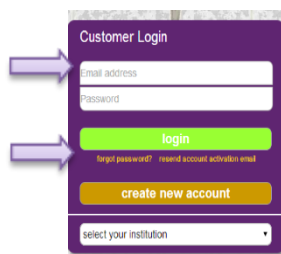US Server - 9.04Rev.1.0

Welcome to LabArchives® - the Electronic Lab Notebook used by scientists at leading research institutions around the world to document and share their research. Your professor has chosen to use the Classroom Edition of LabArchives as a low-cost, green alternative to the traditional paper lab notebook for your lab course or research project. We hope that you´ll enjoy finding new ways to document your lab work, while gaining experience with a powerful tool increasingly used in corporate and academic labs.

This guide provides an overview of the key LabArchives functions to get started. If you have any questions, check our Help pages, or ask your professor/TA, or write to our support team (support@labarchives.com).

Accessing your LabArchives Notebook

Your professor should provide you with a link to activate your LabArchives account.
- Look for the link on the course webpage or in a welcome e-mail from LabArchives.
- Thereafter, you can log in using most any browser from www.labarchives.com.
- If you have a tablet or smart phone, try the free app for iOS or Android devices.
- The name of your course notebook will appear under the Notebook Navigator.

Adding new Entries to your Notebook

Professors usually provide some structure and content to the course notebook.   If you need to add a new "entry" to any page in your notebook, click on the desired page or create a new page. Then, you can click and drag your computer file to this page or use the "Add Entry" menu at the top of the page to choose the type of entry. These are the most common entry types in LabArchives:

Rich Text: A word processor built into LabArchives. It allows special formatting, embedding images, links, tables, etc.

Attachment: Any file format can be uploaded. For MS Office documents or PDFs, a thumbnail preview is shown. Most image formats such as a .jpg, .gif, .tiff, .bmp and other recognized file types will also appear as a thumbnail.

Office Document: Create a Microsoft Office-compatible document online - MS Word, PowerPoint or Excel file.

Heading: Allows you to divide a Notebook Page and to make it more readable and visually appealing.

Plain Text: Also a word processor but for simple text when no stylistic attributes are needed.

PubMed Ref: Import and store references directly from PubMed. A pop-up window will appear to perform a search.

Widget: Customizable apps or data forms that can be used for many purposes (eg. calculator, periodic table, etc)

Editing an Entry

To edit an existing entry, move your cursor over the entry and click the edit icon (✏) from the small menu that appears.   If you want to upload a new version of an existing attachment, click the edit icon for

the old version then drag and drop the new version onto the page. Click on "**Save to page**" and the newer version will appear while the older version is preserved in the revision history.

*Note that even if you click on the delete link, any data added to your notebook cannot be deleted. Each action is logged and can be reversed by the "Page Tools: Revisions" menu on the top right of the page.

Reviewing Past Versions of Pages or Entries

As is good lab practice, LabArchives stores every revision of every entry – whether it is a text entry, a spreadsheet, widget, or any other type of attachment. Each version is stored with a corresponding date and time stamp. To see past revisions, simply click on "revisions" from the entry or page-level menu.
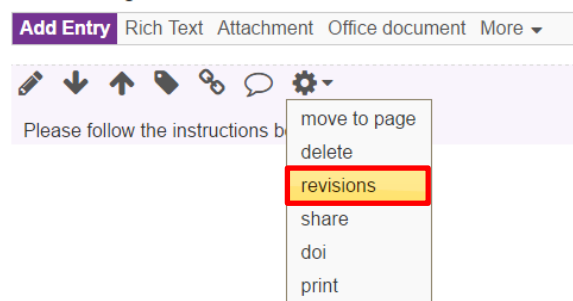
In here, a summary of all versions appears. For group projects, it can be useful to see who did which action at what time. Additionally, the hyperlink on the left provides access to any older versions. Once uploaded, your data can never be lost.

For example:

Date and Time	Entry version #	Revised by ip	Revision Action	Data Type	Change	⬇
May 12, 2014 @07:15 AM PDT	6	70.168.50.55	edited	page name	7 Bytes	
May 09, 2014 @12:21 PM PDT	5	70.168.50.55	reverted to earlier version	page name	version 1	revert to this version
May 09, 2014 @12:19 PM PDT	4	70.168.50.55	reverted to earlier version	page name	version 1	revert to this version
May 07, 2014 @12:33 PM PDT	3	70.168.50.55	edited	widget entry	335 Bytes	revert to this version
May 07, 2014 @12:32 PM PDT	2	70.168.50.55	edited	widget entry	234 Bytes	revert to this version

Sharing / Group Projects

When working on group lab projects, LabArchives provides several options:
- If your professor has given you sharing privileges, right click on a page (Ctrl+click for Mac) or folder that you want to share with your group and click on "**share**."
- In the new menu, add the e-mail of group members (separated by commas). They will have read-only access unless you change it to read-write (edit) privileges.
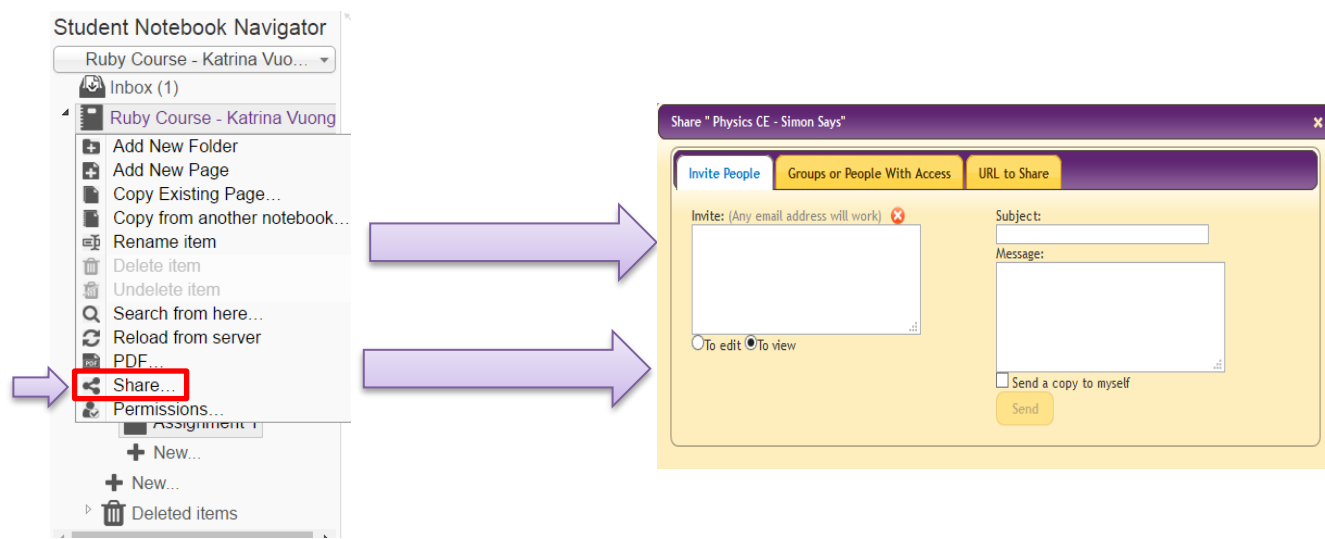
- If you are taking pictures during an experiment, you can give group members access to your page with those images. If they need a copy in their notebook, they can download them to their computers and upload them to their accounts.   *Tip: the mobile app can upload photos to several notebooks.*
- Alternatively, you or your instructor can create a new notebook for a short term group project and invite the members (& TA) to access it through the "Notebook User Management" menu under "Notebook Settings."

Submitting an Assignment to your Instructor

Your instructor may choose to embed an Assignment Entry (as shown below) in your notebook. These entries are meant to instruct you about assignments that need to be "turned in." If you find an entry like this, you will be expected to submit it to the instructor/TA for grading.   Once you've completed and saved your work, simply click on "**edit**" to change the assignment status to "Submitted to Instructor" and save.
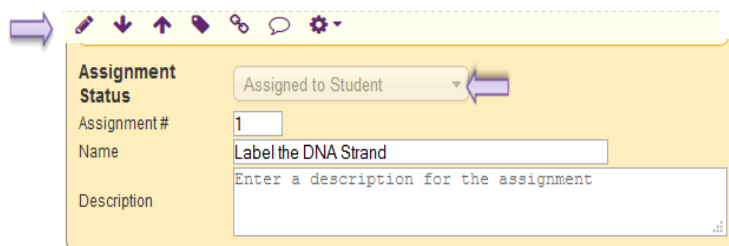
Viewing Comments/ Grades

In addition to seeing comments left by your instructor/TA (comment cloud at the top right of every entry), it is possible that you will be provided a grade for your entry.   After your entry has been reviewed, you will see a "Grade" field at the bottom of the assignment entry. To see a summary of all your assignment grades, you can go to the "Utilities" menu and choose "View Grades."

Notifications

Because your instructor can add content or comments to your notebook, keep track of these updates by looking at the notification icon at the top right of your account. The number inside the red box indicates the amount of updates your instructor or classmates have made to your notebook.

Tip: Be sure to click on these so that you are aware of any changes that are made in the course.

Annotating an Image

If your instructor asks you to annotate an image, you will notice that most image files have a LA Docs menu with the option to View Online ( ), Annotate ( ), and Rotate ( ).

You can download ( ) the file if you prefer to use another program to annotate, but you can save time by using our integrated image annotator instead.

Gel_Purifaction_1_.jpg(6.1 KB)

On the LabArchives annotator page, there are several tools to help you annotate the image.

Each of the icons are described below:

Allows you to save your annotations directly to your notebook.

Allows you to draw freehand on the image.

Allows you to draw straight lines and arrows on the image.

Allows you to create a circle which can be filled in or kept empty (transparent) using the fill/opacity tool.
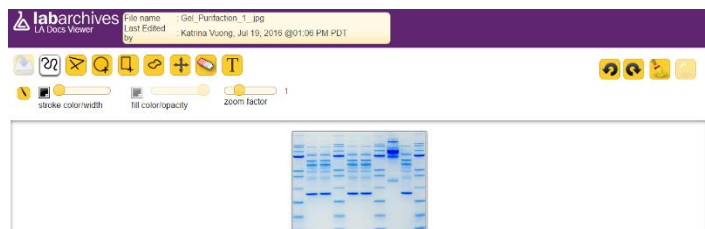
Allows you to remove any item that has been added onto the image.

Allows you to create rectangles. It can also be filled in or kept empty.
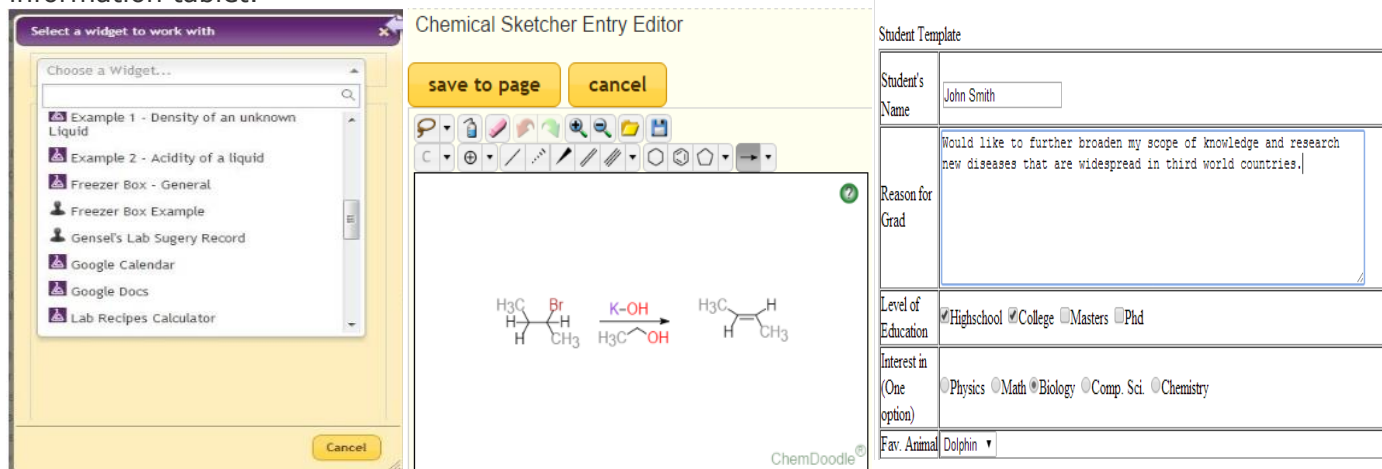
Allows you to add text anywhere in the color of your choice.

Allows you to create shapes that can be filled in or kept empty by using the fill/opacity tool.

Allows you to move any item that has been added on the image anywhere.

Using Widgets

Widgets can extend the capabilities of LabArchives notebooks as custom forms or apps. Your professor may utilize these into your notebook. To complete a widget form, you will need click "**edit**" to add data and "**save**" once completed.

Below are sample widgets that include the Chemical Sketcher Entry Widget and a simple student information tablet.
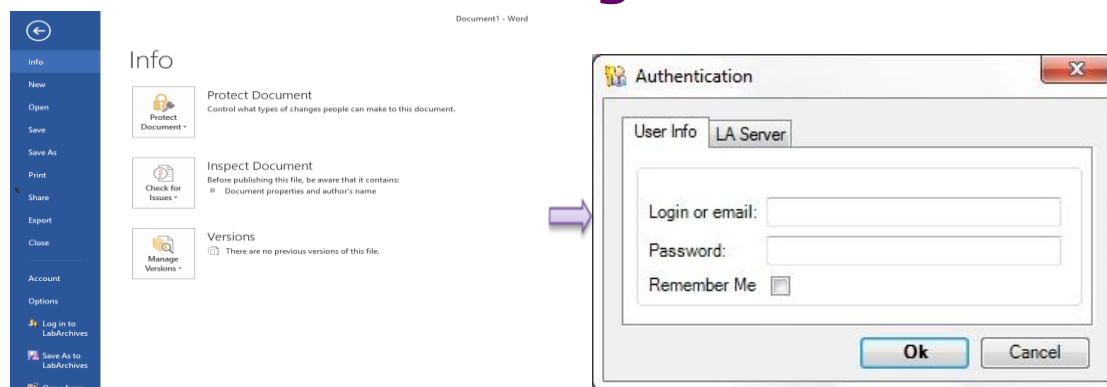

To use a widget for quick reference (such as a calculator or chemical hazard widget), click the options menu (3 bars) on the top right and choose Widgets -> More. If you want to embed a widget in your notebook as a new entry, click on "**Add entry: widget**" and select the widget you would like to use.

Microsoft Office Plug-in

If you are using Microsoft Office on your Windows machine, you should consider using our office plug-in that integrates Office with LabArchives. This plug-in allows users to work on documents through Microsoft Office and have it directly saved into their LabArchives notebooks.

You can download the MS Office plug-in from the "Downloads" section of the main menu ( ).

When you sign in for the first time, you will be prompted to provide your LabArchives credentials.

Creating a PDF or HTML backup / printing pages

LabArchives also allows you to create a PDF or HTML copy of your notebook anytime. Simply go to the top-right menu, then Utilities→ **Notebook to PDF** or **Create Offline Notebook**. Once the process is complete, you will receive an email of a link to download the completed file.
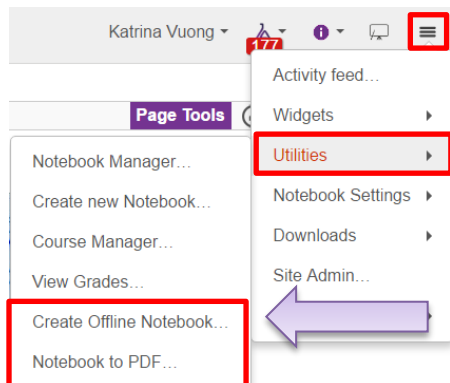
Tip: Even if you continue to use LabArchives next semester, download your notebook to obtain a portable e-portfolio of your lab work. It may be useful when you apply for an internship, job, or graduate school!

If at any time during the course you need to print a single page or entry from your lab notebook, choose "**print**" from the Page tools menu or select "**print**" from the entry menu like below.
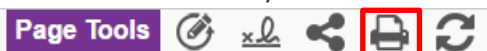
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Website
www.labarchives.com

Facebook
www.facebook.com/pages/labarchive

Twitter
www.twitter.com/labarchives/

Youtube
www.youtube.com/user/LabArchives