LabArchives

Quick Start Guide for Students

Signing up for LabArchives

- Log onto www.labarchives.com
- Select "Customer Login", then "Create an Account".
- Click on the activation link sent to your email and you will be directed to your Lab Archives Dashboard.

Adding 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.

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Add Entry · Attachment · Office document · Heading · Rich Text · PubMed References · Plain Text   More ▼
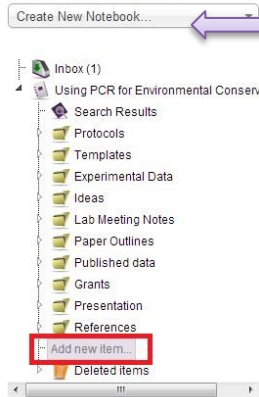
Types of Entries

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 if 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 new 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".

labarchives — Chance Favors the Organized Lab

1915 Aston Ave. Carlsbad, CA 92008
Phone: Toll Free (800) 653-5016 | Outside US +1 (760) 579-0342
www.labarchives.com – support@labarchives.com

Organizing Your Notebook

- To create a new folder or page, click on "Add New Item" in your Notebook
- Alternatively, to add a new page or folder within your notebook, you can right click on the notebook name, or folder, and select "Add New Folder", "Add New Page", or "Copy Existing Page".
- To go back to a previous entry or page, click "Revisions" at the top of the screen. It will show the history by user, time, or IP address.

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

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