Sign up for LabArchives

- Go to https://mynotebook.labarchives.com
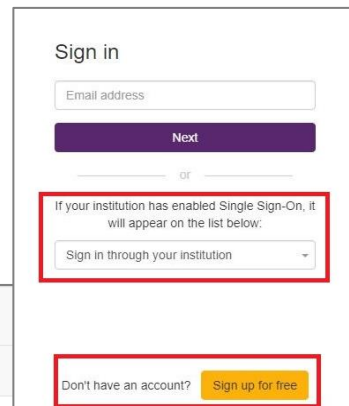- If your institution has enabled Single Sign-On, select from the "Sign in through your institution" dropdown list
- If you would like to create a free account, click "Sign up for Free".
- If you have a site code, click "Sign up with a site code"
- An Activation Link will be sent to your email. (If you do not receive the Activation email, please check your Spam folder).
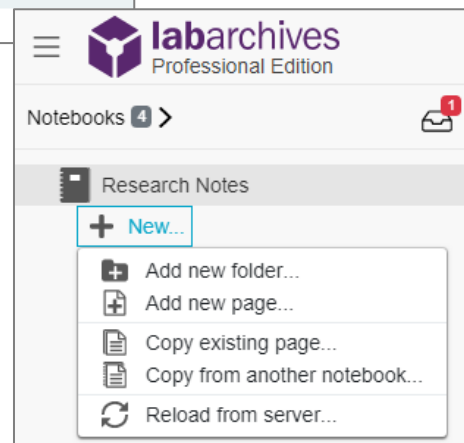
Create a Lab Notebook

- When you create an account, a notebook will be made for you. You can customize this notebook using the page and folder structure.
- To make a New Notebook, click the + on the list of notebooks.
- In the Create New Notebook window, name the notebook, select a folder layout and click "Create Notebook."
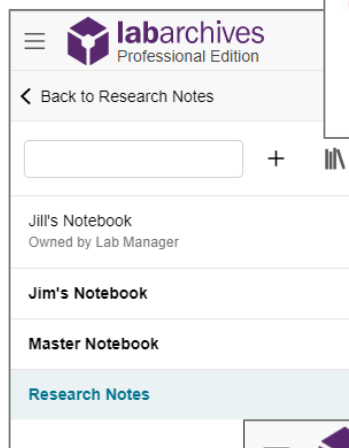
Organize Your Lab Notebook

Once your Lab Notebook has been created, it can be organized with a system of folders and pages. You can rename, move, or delete the folder structure based on your needs. You can organize your notebooks by project, researcher, instrument, or create a standardized folder structure for multiple notebooks.

- To create a new folder or page, click "New" in the Notebook Navigator.
- All folders and pages can be moved using drag and drop
- Right click (Ctrl + Click for Macs) on the Folder or page name for options like renaming or deleting the item.
- Subfolders can also be created within other folders to better organize your lab information.

Add Data to Your Notebook

Data can be added to pages in your notebook using various entry types. To create an entry, select from the Add Entry Toolbar at the top right of each page. The "New" option reveals additional entry types.
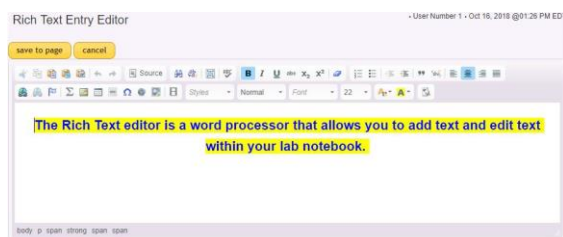
To place an entry between two existing entries, move the cursor between the two entries and select from the insert tool bar.
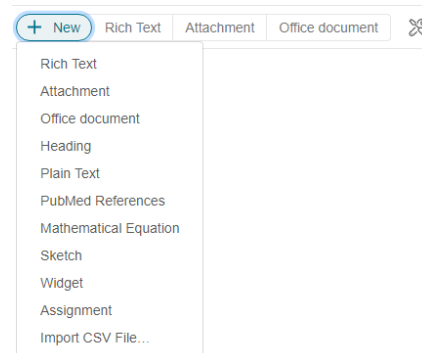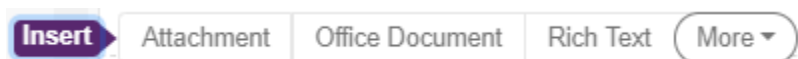
Entry Types

Rich Text

Rich Text entries are the most common entry type in LabArchives. Rich text allows for text formatting such as color and sizing. You can also embed images and links.

Attachments

- Any file format can be uploaded to LabArchives. Recognized file formats will display a thumbnail.
- To add an attachment, select "Attachment" from the add entry toolbar or drag and drop the image.
- Microsoft Office Documents can be edited within LabArchives using Microsoft Office Online.
- Images like .jpg, .gif, .png can be annotated with the Image Annotator.
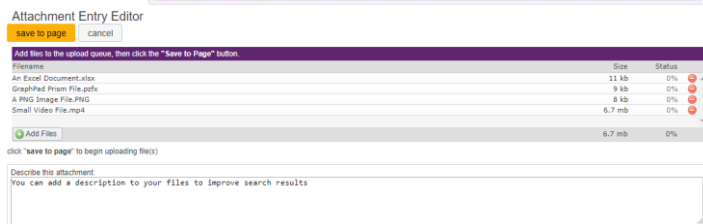
Widgets

- Widgets allow users to extend the capabilities of LabArchives. You can create forms, templates, and even custom programs that operate within your Notebooks.
- To add a widget to your page, select "Widget" from the add entry toolbar. From here, choose the widget you want to use in your Lab Notebook and it will be added as an entry.
- You can create your own custom widget through the Widget Manager
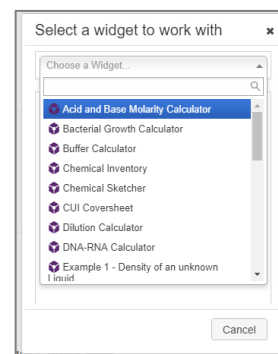
Work with Entries

Edit Entries

To edit an entry, click the pencil icon. When finished editing your entry, click **save to page**
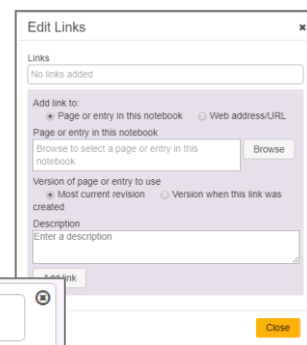
Tagging

Tagging allows you to add metadata to your notebook. This builds an internal vocabulary with your team and improves search results. Click the skewer menu.

Linking

Links can be added to a web address or to another page or entry in your lab notebook. With "Version when this link was created", you can link to an entry in its current state. Click the skewer menu.
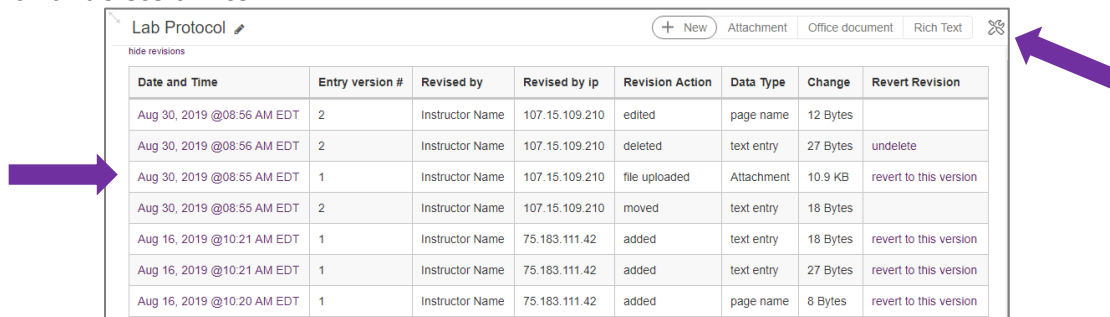
Commenting

To communicate with other members of your notebook, you can add a comment to an entry. To alert a specific user use @mentions. Mentioned users can receive an email notification or an activity feed notification.
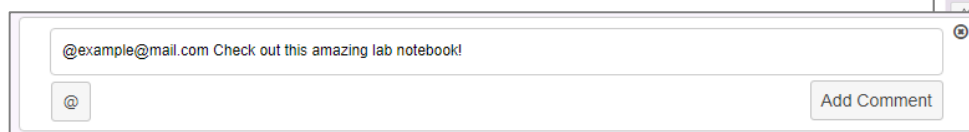
Review Past Versions

LabArchives stores every version of every entry and page that you make - whether it is an attachment, a rich text entry or a widget. Each revision is stored with an exact date and time stamp of when the entry was changed. You can always revert to a previous version of your data or undelete an item.

Date and Time	Entry version #	Revised by	Revised by ip	Revision Action	Data Type	Change	Revert Revision
Aug 30, 2019 @08:56 AM EDT	2	Instructor Name	107.15.109.210	edited	page name	12 Bytes	
Aug 30, 2019 @08:56 AM EDT	2	Instructor Name	107.15.109.210	deleted	text entry	27 Bytes	undelete
Aug 30, 2019 @08:55 AM EDT	1	Instructor Name	107.15.109.210	file uploaded	Attachment	10.9 KB	revert to this version
Aug 30, 2019 @08:55 AM EDT	2	Instructor Name	107.15.109.210	moved	text entry	18 Bytes	
Aug 16, 2019 @10:21 AM EDT	1	Instructor Name	75.183.111.42	added	text entry	18 Bytes	revert to this version
Aug 16, 2019 @10:21 AM EDT	1	Instructor Name	75.183.111.42	added	text entry	27 Bytes	revert to this version
Aug 16, 2019 @10:20 AM EDT	1	Instructor Name	75.183.111.42	added	page name	8 Bytes	revert to this version

Share Data in LabArchives

One of the most helpful features of LabArchives is its ability to share data. You can share data with individuals in your lab or with collaborators.

Share a Notebook, Folder, Page or a Single Entry
- To share a notebook, folder, or page right click (Ctrl + Click for Macs) on the name of the item and click "Share."
- On the "Invite People" tab, type in the email address of the user and give them "To Edit" or "To View" access to the page, folder or entry and click "Send."
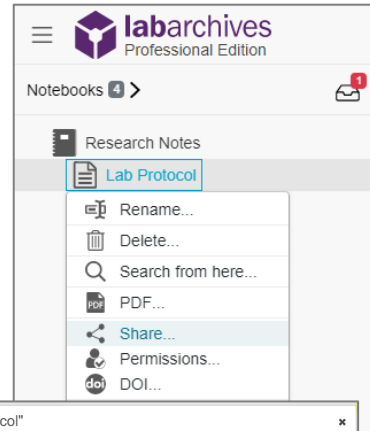
User Management

- To manage all users with access to a notebook, click the triple dot menu on the top right, select "Notebook Settings" and go to the "User Management" tab.
- To add a new User to the notebook, select "New User", type in their email address, and click "Add User." To remove a user from the notebook, click the trashcan icon.