Sign up for LabArchives

Create your LabArchives account in a few easy steps.

- 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.
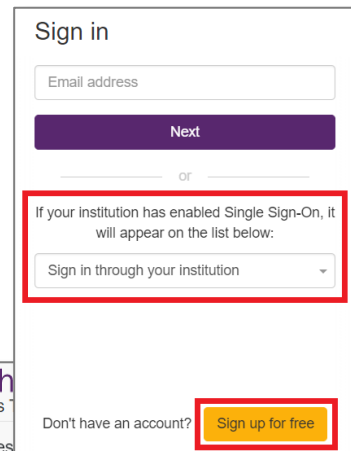
Create a Notebook

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**.
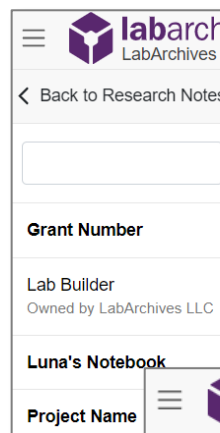
Organize Your Notebook

Once your 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 information.
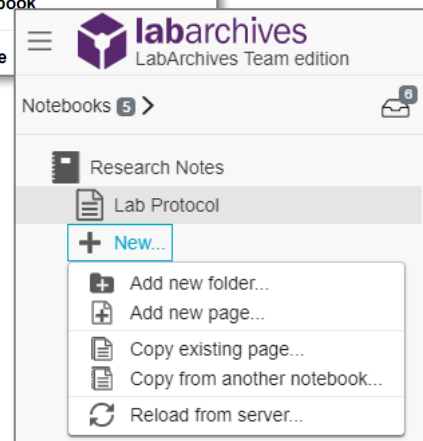
Add Data to Your Notebook

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.
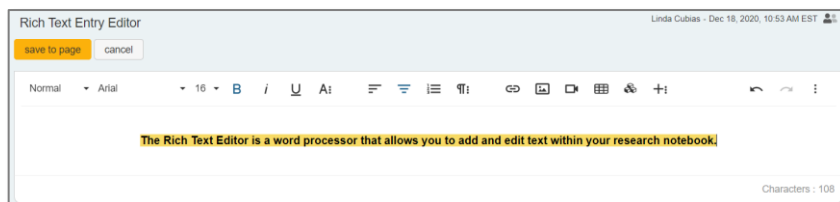
To place an entry between two existing entries, move the cursor between the two entries and select from the insert tool bar.
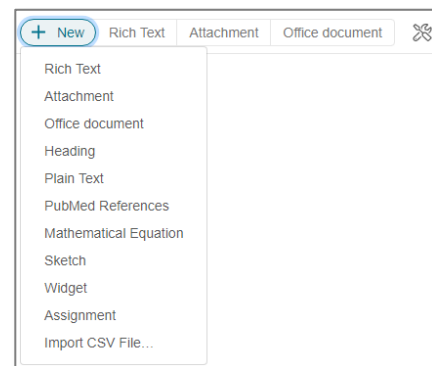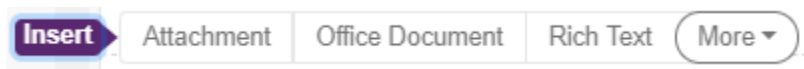
Entry Types

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 add tables, embed images, videos, 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 file.
- Microsoft Office Documents can be edited within LabArchives using Microsoft Office Online.
- Images like .jpg, .gif, .png can be annotated with the Image Annotator.
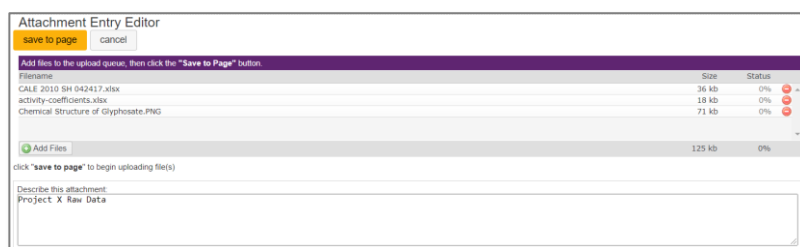
Widgets

- 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 LabArchives Notebook and it will be added as an entry.
- You can create custom widgets through the **Widget Manager**.
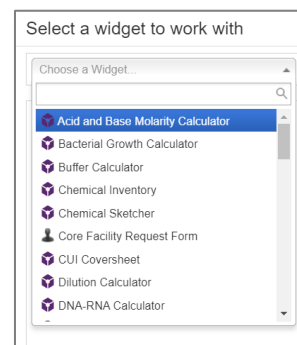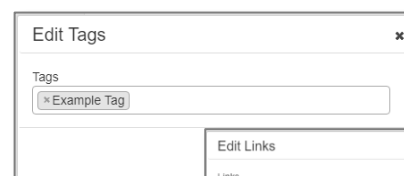
Working with Entries

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 and select **Tags**.

Linking

Links can be added to point to a web address or to another page or entry in your Notebook. Using **Version when this link was created**, you can link to an entry in its current state. Click the Skewer menu and select Links.
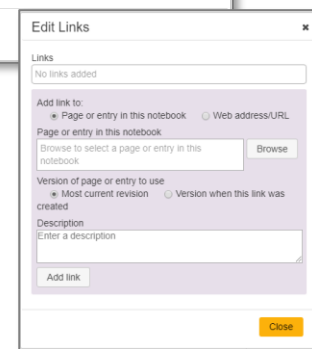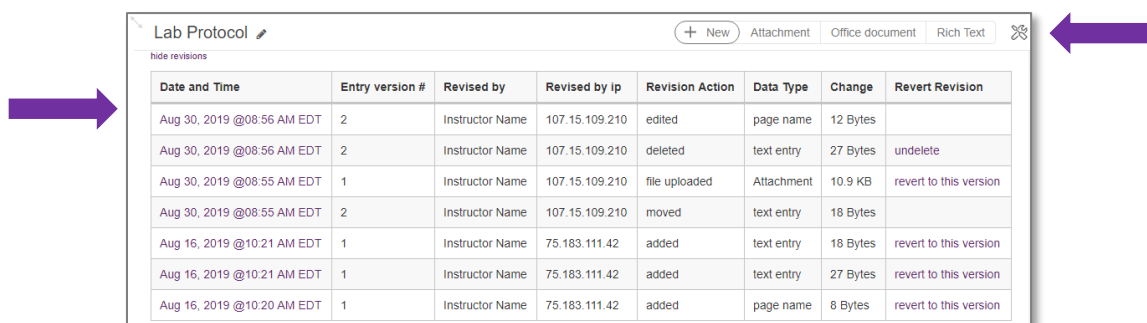
Commenting

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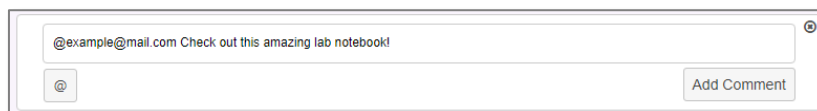
Review Past Versions

LabArchives stores every version of each 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. Select **Page Tools** and **View revisions** for the complete page history.


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 assign their level of access as either **To Edit** or **To View** and click **Send**.

User Management
- To manage all users with access to a notebook, click the **Triple dot** menu on the top right of the Notebook, select **Notebook Settings**, then 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.
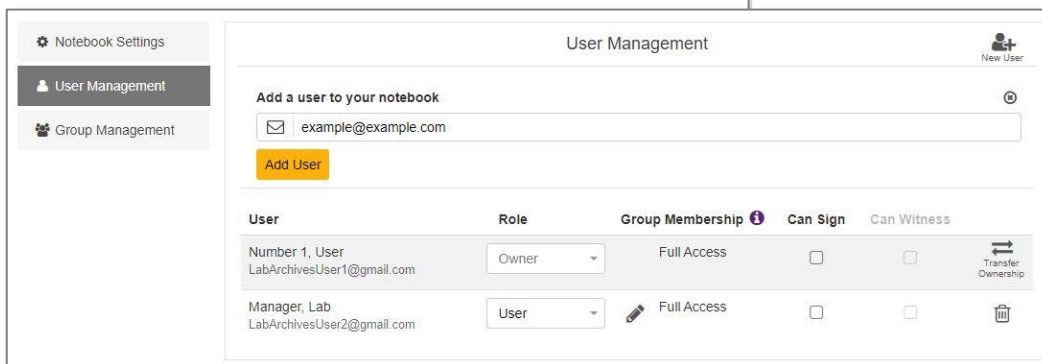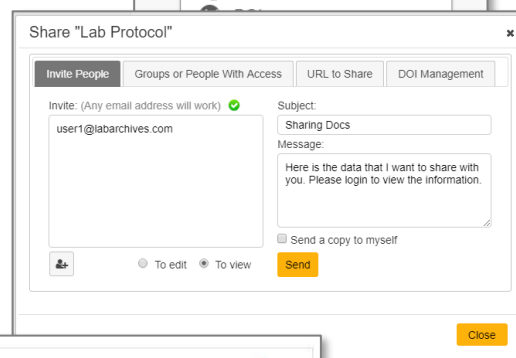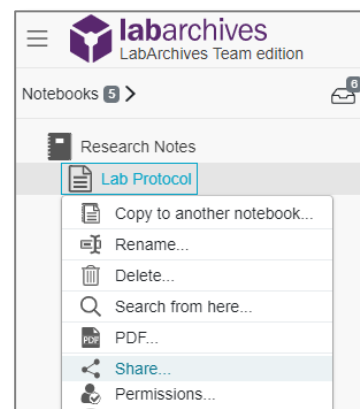
Additional Help and Support Resources

While in the LabArchives Notebook, find help through the **Information** icon and visit the **Knowledgebase** to browse by support topic, view **Video tutorials** or submit a question directly to our **Support team** at support@labarchives.com. Register for one of our **Weekly webinars** to attend a live training session hosted by a LabArchives trainer: https://www.labarchives.com/webinars/.

Looking to connect with the LabArchives Community and ask for advice from fellow researchers? Create an account on our Researcher User Forum at https://www.labarchives.com/boards/.