

## Tip #1: Add protocols and MSDS sheets

Thanks for creating your LabArchives account...the first step in bringing better organization - and more efficiency - to your laboratory.

### So... "Now what do I do?"

We hear that question a lot. LabArchives is a flexible platform with endless possibilities for customization to match the exact workflow in your lab. We recommend that you sign up for one of our "[Webinars](#)" (or contact our great [Support Team](#) for personalized assistance)...but in the meantime, as Confucius says: "The longest journey begins with a single step".

## Get Started with these ideas

### #1 Add your protocols and MSDS sheets to your LabArchives Notebook:

Adding information to LabArchives is a snap. Whether your protocols are in text files, PDFs, Word files, or a combination, you can add them in seconds. If you have many protocols, you might want to divide them into separate "Pages". For details on entering into your Notebook. Visit our [Help Notebook](#).

### #2 Share Protocols and MSDS Sheets with others in the lab:

Selectively sharing information in LabArchives Notebook(s) is one of the many powerful collaborative features in our platform. You can share a single Entry, a Page, or an entire Folder with one individual or a group of users. Simply right-click (or Ctrl-Click) on the Protocols Folder, then click on Share. You can allow others to view and/or to edit data by simply entering their e-mail addresses. You will find more details in the Sharing section of our Help Notebook.

If you have any questions, or if we can be of further assistance, please don't hesitate to contact our [Support Team](#) via e-mail or the phone numbers below. We are happy to provide you with personalized training sessions, or you may wish to sign up for one of our [Free Webinars](#).



## Tip #2: Top 10 reasons for adopting LabArchives in your Lab

While we believe that LabArchives is intuitive and simple to use, it still requires a change in the way you operate in your lab. Change is never easy, but it does have significant benefits! Some of these will be readily apparent, while others (like finding data that a student entered a year ago) may take more time to realize.

As **George Bernard Shaw** said,

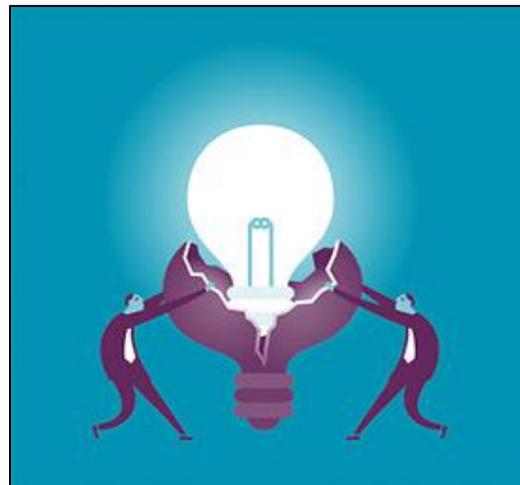
"Progress is impossible without change, and those who cannot change their minds cannot change anything."

And even more to the point, according to **Ben Franklin**,

"When you're finished changing, you're finished."

So why go through this challenge that we call change? Here are the top reasons given by labs who have switched from paper (or other systems) to LabArchives:

- #10 All of our data and lab information is in one place
- #9 I can work on manuscripts, spreadsheets and presentations without the need for MS-Office
- #8 I don't have to worry about any data being destroyed, lost or deleted
- #7 I can organize my reagents and samples in an easy-to-use visual display
- #6 I don't have to worry about over-writing important data
- #5 I can keep in touch with the lab even when traveling
- #4 I can snap photos in the lab with my iPhone and move them directly to my Notebook
- #3 My intellectual property is protected with third party data and time stamps
- #2 I can collaborate with my colleagues without e-mailing files back and forth
- #1 I can search for data, even by the contents of files



## Tip #3: Your Data, Your Security

Someone once said “your data is your life” (well, maybe no one said that, but you get the point).

We completely understand the critical importance of scientific data, and our systems, staff, and company culture give this the highest possible priority.

For our “cloud” based users (which represents the largest segment of our customers), there are two areas of security that we address in many ways:

### #1 How and where are data stored, and what protections are there against data loss?

LabArchives’ storage infrastructure is built on Amazon’s leading AWS platform. At present, we utilize two different geographic locations (one in Virginia and one in Oregon); all data are immediately duplicated and stored redundantly at one site, and a separate, hourly backup is made to the other. Your data are far more secure on our server than they would be, for example, on your PC (even if you make daily backups) or than in a paper notebook.

### #2 How can I be sure my competitors won’t see my data?

LabArchives provides an extra layer of security on top of the already iron-clad security provided by Amazon. All transmitted data are encrypted using bank-level SSL security, and logins are protected by a secure password. Speaking of passwords, LabArchives does not even store your passwords on our servers, rendering it impossible for an unauthorized party to obtain them. Compare this to a computer in your lab, where someone can simply walk up to it or copy the contents of the hard drive onto a USB memory stick.

In short, your data are far more secure than when stored on your own computer systems, and far safer than when recorded on paper. Of course, for the ultimate in security, some customers prefer a local installation, which is also available from LabArchives. [Contact us](#) for details.



## Tip #4: #\$/?&\*\$#%. I just accidentally wiped out my file!!!!: (Can't be done with LabArchives!): Revisions

One of the many powerful features of LabArchives (which does not require any input from you!) is the fact that it maintains every version of every entry made into your Notebook(s). Each version is date and time stamped (using the National Institutes of Standards and Technology clock) in your time zone, and the user and even the IP address of the computer they were using is recorded.

As you know, a basic scientific principle is that data should never be erased or deleted. With that in mind, not only does LabArchives store all of this information, but it is impossible to delete anything from your notebook. So LabArchives provides you with a complete history of your work in the lab.

There are two ways to review your history: By [Page](#) or by [Entry](#). To see the history of a Page, click on Revisions in the Page Tools menu at the top of the page:

[Page Tools](#) • [refresh](#) • [revisions](#) • [print](#) • [sign](#) • [share](#) • [doi](#)

This will provide you with a complete record of the “evolution” of the Page:

Date and Time	Entry version #	Revised by	Revised by ip	Revision Action	Data Type	Change
Tue @ 04:15 PM PST	1	Earl Beutler	76.212.197.97	added		342.7 KB
Sep 21, 2012 @09:48 AM PDT	1	Earl Beutler	76.212.192.174	added		461 Bytes <a href="#">revert to this version</a>
May 23, 2012 @10:05 PM PDT	1	Earl Beutler	76.212.205.69	added		579 Bytes <a href="#">revert to this version</a>
May 23, 2012 @09:51 PM PDT	1	Earl Beutler	76.212.205.69	added		444 Bytes <a href="#">revert to this version</a>
May 11, 2012 @01:19 PM PDT	1	Earl Beutler	97.205.234.28	file uploaded or modified by Partner application		26.8 KB <a href="#">revert to this version</a>
May 07, 2012 @08:45 AM PDT	3	Earl Beutler	76.212.205.69	added / deleted annotation		17.4 KB <a href="#">revert to this version</a>

Clicking on the date and time will show you how the Page looked. If you ever discover that an undesired change was made, you can always click on the [Revert to this version](#) link which will restore the page to exactly that point in time (of course, since all changes are saved, this will create another new version).

A very similar display can be invoked for any particular Entry – whether it is rich text, an attachment, a Widget, etc: simply click on the [revisions](#) link that appears above each Entry (when you put the mouse over it) and click.

Preserving all your data – and all versions of all data – is an important part of maintaining a sound record of your research.

## Tip #5: Reproducibility: Linking to a specific version of a protocol

As we all know, reproducibility is an extremely important aspect of the scientific method. Of course, you can always rely on Vellind's First Law of Experimentation, which states:

**“If reproducibility is a problem, conduct the test only once”**

Knowing the protocol that was followed for a particular process is one important step toward ensuring reproducibility for your experiment. Of course, protocols often evolve over time, so knowing its state for a particular procedure is critical.

LabArchives includes a feature that makes it easy to link to a specific version of a protocol so that even years later you will know what version you used.

As you may know, every Entry in LabArchives contains a “Link” function which enables you to link that Entry to another Entry (or Page) in your Notebook (or to multiple locations). The Link button appears whenever you are editing an Entry:

[edit tags](#) • [edit links](#)

Note that this appears at the far right-hand side of the screen. Click on [edit links](#) and the following dialog will appear:

### New Link Information

Select the type of link

- A page or entry in this notebook
- A url outside of this notebook

Click browse to select a page or entry for your link

[browse](#)

Describe this link

[add link](#)

Note that you can link either within the Notebook or to an external location (this can be a URL on the web or a local file). Assuming the protocol that you used is located within your LabArchives Notebook, click on the browse button, and choose the protocol from the menu that appears. Once selected, you will see an additional selection:

Always link to

- The most current revision for this page or entry
- The version when the link was created

When linking to a protocol, you will want to choose “The version when the link was created” (the other option is useful, for example, when linking to a MSDS file where you would want the most current safety information).

Add the link by clicking on the add link button, and save your Entry. The links appear on the upper right side of each Entry, and placing the cursor over the link will display information about the target and enable you to navigate directly to its location.

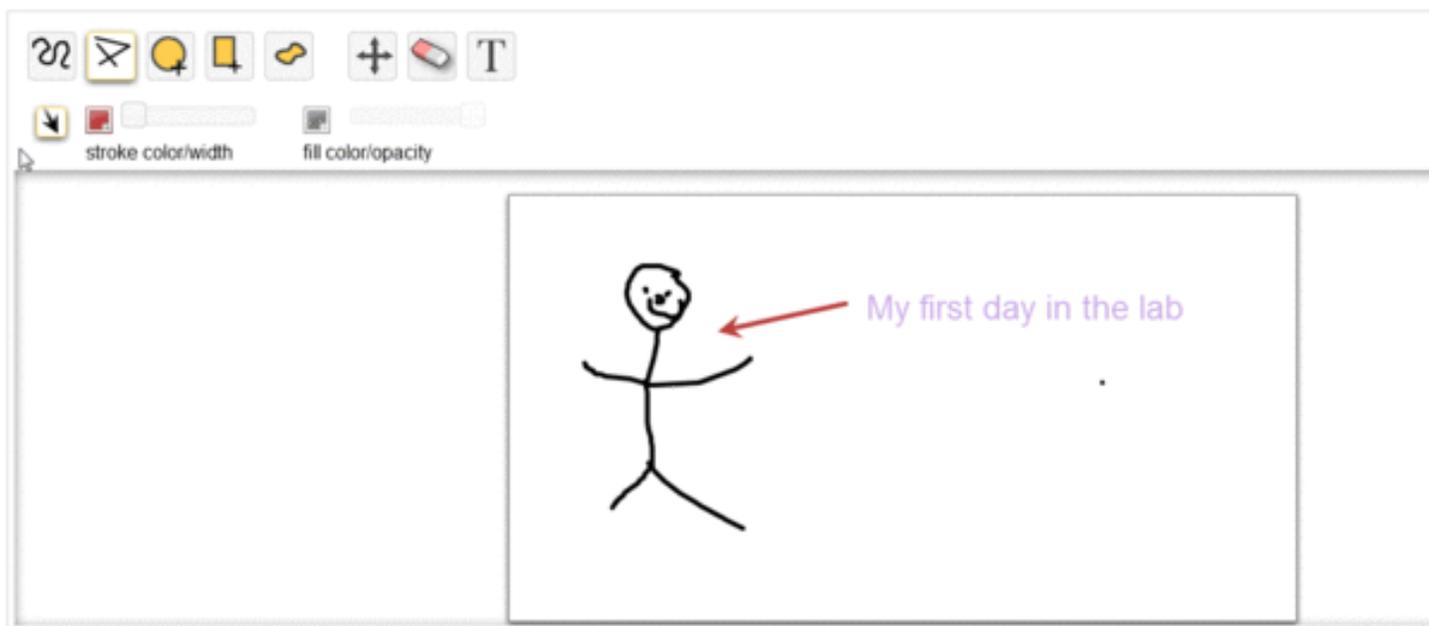
Linking to specific versions of protocols is one of the unique and powerful features of LabArchives that distinguishes it from most general purpose filing systems.

## Tip #6: Be a Picasso: Sketching and Image Annotation

The digital camera / smartphone has changed the nature of capturing images of findings in the lab. Where manual sketches were once the rule in a lab notebook, today, much of the recording of “visual” data is done by snapping a photo with a digital camera or smart phone. These photos can, of course, be stored in your LabArchives Notebook (if you use an iPhone or iPad, our App lets you do just that, or you can e-mail a photo from any device to [toinbox@labarchives.com](mailto:toinbox@labarchives.com) and they will also be stored in your LabArchives Notebook.

There are times, of course, where a sketch is a better option...and you may also want to annotate a photo that you have taken. Fortunately, LabArchives provides for both.

To make a sketch, you simply choose the Sketch Entry option. A window like this one (we’ve already created some art in this image) will appear:



You can draw with a straight or curved line by choosing the corresponding icon, and add an “arrowhead” by toggling the arrow icon. Enter text and draw shapes, and move them around with the movement tool. And of course, you can erase portions of your image with the eraser tool. You can choose colors, line thickness, opacity, and font size with ease. Don’t forget to add a description if you want to find your drawing later!

The identical tool is also available for annotating an existing image. It can be a JPG, GIF, TIF, or other standard image file type. To annotate, click on the View Online / Annotate link that appears in the LA Docs menu below an image:

[LA Docs](#) • [Download](#) • [Download \(no annotations\)](#) • [View Online/annotate](#)

The same tool will appear and you can create a layer on top of the original image. Note the additional button to save the image when done.

Like all data in LabArchives, every version of every edit is saved. Also, as a special function of annotated images, you can always download the image in its original form (i.e. without annotation) or the annotated version. Just click on the link in the LA Docs menu.

Go ahead – give it a try. No one's watching!

## Tip #7: What in the World is a "Widget??: Getting Started with Widgets

One of the functions that makes LabArchives truly unique is our "Widgets" feature. Widgets provide a mechanism that enables our customers, our development team ("Widgeteers") and third parties to add tools and features to their LabArchives Notebooks. This is why we call LabArchives an "extensible platform".

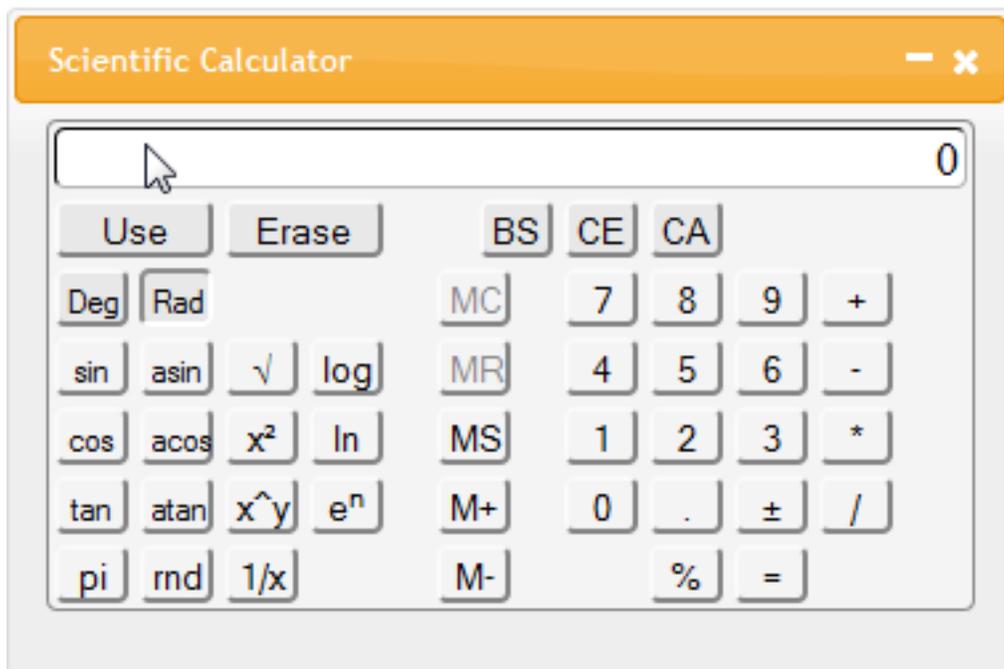
Widget can provide for common tools used in the lab, simple forms, or can be used for maintaining databases of reagents and equipment as well as Freezer box samples.

### Use an existing "Widget":

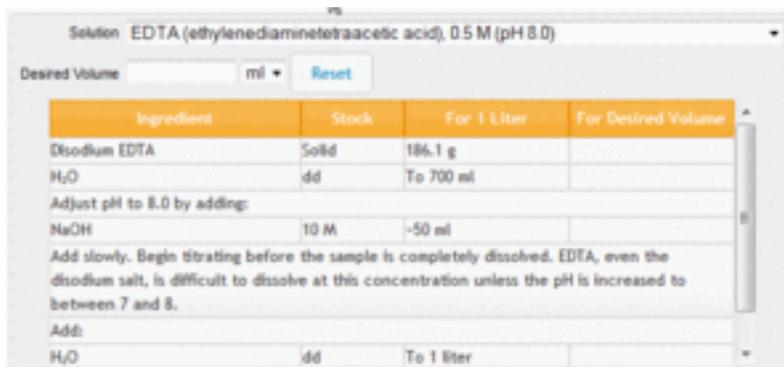
Widgets can either be "floating" (i.e. used for reference or calculations but not stored in your Notebook) or as Entries.

For a "floating" widget, like a scientific calculator or the Periodic Table, simply choose it from the Widget

Menu. Here is an example of a Scientific Calculator Widget:



to use as an Entry, pick Widget from the Entry menu and then choose from the drop down menu. Here is an example of a Widget for calculating a lab recipe, like EDTA:



For more about Widgets, visit our [Help Notebook](#).

If you have any questions, or if we can be of further assistance, please don't hesitate to contact our Support Team via e-mail or the phone numbers below. We are happy to provide you with personalized training sessions, or you may wish to sign up for one of our [Free Webinars](#).

We look forward to helping you get started with LabArchives!

## Tip #8: Microsoft Who?: Using the LA Docs Editor

The vast majority of scientists (and people) use Microsoft Office for word processing, spreadsheets, and presentations. And why not? It's a great, iconic product. And, of course, you can continue to use it to create and store documents in LabArchives (now even easier for Office 2007 and 2010 users with our new Office Plug-in). But one of the features of LabArchives is its built-in LA Docs Editor that allows you to create and edit documents that are compatible with Word, Excel and PowerPoint. You can start with a blank document, or "drag and drop" an existing file into your Notebook and make changes. And, as with all LabArchives data, every version of every Entry is saved in perpetuity. Ever accidentally wipe out a manuscript (as in highlighting it and hitting Backspace)? Can't be done with LabArchives, since all previous versions are there for you!

To use the LA Docs editor to create a Word, Excel, or PowerPoint compatible document, simple select "Office Document" from the Add Entry or Insertion menu:

**Create an Office Document**

**Step 1 : Which type of document do you want to create**

<input checked="" type="radio"/>	Word Processor
<input type="radio"/>	Spreadsheet
<input type="radio"/>	Presentation

**Step 2 : Give your document a name**

(don't include a file extension when naming your file)

**Step 3 : Click the button to create your document**

Pick the file type, give it a name, and click on the "Create your office document" button. In a few seconds, you can begin editing.

Already loaded an Office document and want to make some changes? Just choose Edit Online from the LA Docs menu that appears below your document:

[LA Docs](#) • [Download](#) • [View Online](#) • [Edit Online](#)

Many LabArchives customers use both, depending on the situation. For example, if you are traveling, you might stop at an "Internet Cafe" or use a colleague's computer that doesn't have Office. No problem: just use LA Docs!

Portability and flexibility are two more reasons people choose LabArchives, and LA Docs give you both!

## Tip #9: "Only the paranoid survive": Creating a local copy of your Notebook(s)

As we told you in an earlier communication, LabArchives goes to extraordinary lengths to protect and secure your valuable data. In addition to multiple redundancies on our servers, additional backups are made at locations across the country.

That being said, many of our users feel "more comfortable" with a copy of their data stored on their local PC or Mac. With LabArchives, there are two simple ways to do this:

**#1** Create an Offline Notebook: This process creates a local web site version of your entire Notebook (including all attachments) which, when loaded on your computer, can be run locally using any modern browser

**#2** PDF: You can also make a PDF version of your Notebook, or a section of your Notebook. This is also locally viewable (and printable) using Acrobat, although it doesn't include attachment files (since there is no way to do so with a PDF).



Note that you can also right-click (Ctrl-click) for Mac on a Page or Folder and choose "PDF"

After you confirm that you would like this Notebook created, you will see a message like this:



For the Offline Notebook, LabArchives will create a "Zipped" version of your entire Notebook. This can take a few minutes, and LabArchives will send you an e-mail when it is ready, with a link to download it to your computer.

Once downloaded, simply "unzip" the file, then click on the "notebook\_home\_page.html" file and you will be able to view it in your browser.

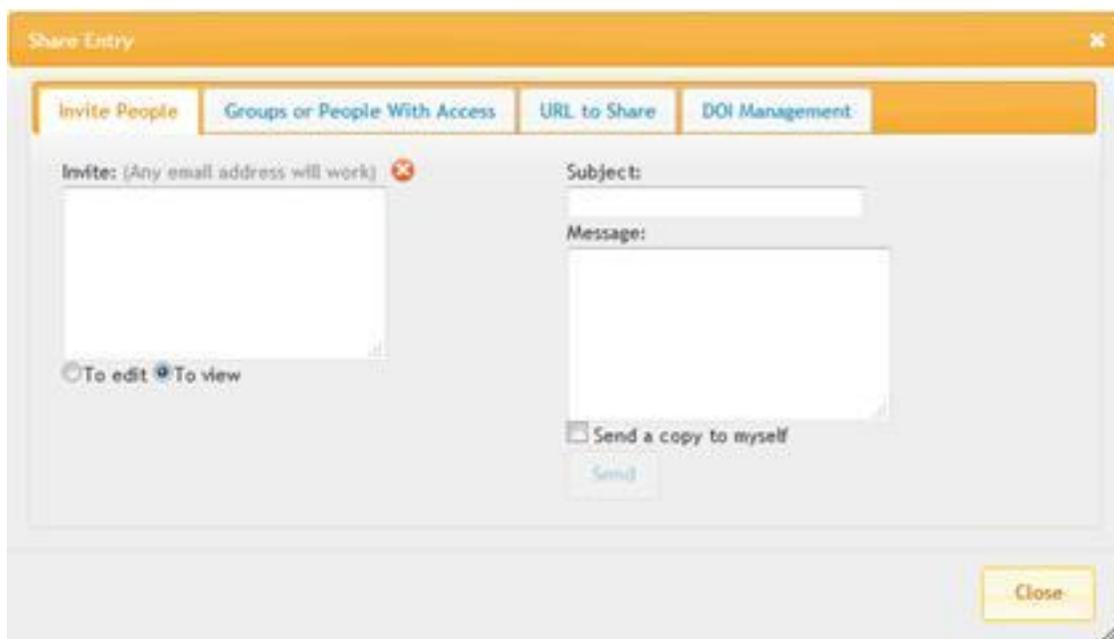
## Tip #10: Sharing

One of the most powerful features of LabArchives is the ability to share data within the lab, with outside collaborators, or even, if you'd like make something open to everyone. Sharing can be done at any level: You can share a single Entry, a group of Entries, a Page, a Folder (or sub-folder), or even your entire Notebook. You can allow your collaborators to edit data (of course, LabArchives stores all versions of all Entries), or simply allow them to view (and Comment, if you'd like).

To share a single Entry, simply place the cursor over the desired data and choose "share" from the menu that appears at the top:

• edit • delete • move • revisions • print • share • doi ↓ ↑

Doing so will bring up a dialogue similar to the following:



The first tab ("Invite People") enables you to enter the e-mails of anyone with whom you would like to share these data. You can include a Subject and e-mail Message, and then click on "Send" to notify your collaborator. Note you can also select whether you want to enable this person to edit, or only to view, the data (the default is to view).

Very importantly, your collaborator need not have an existing LabArchives account. If they do, the portion of your Notebook that you have shared will become visible to them in their Notebook Navigator; if not, it will create a Free account for them (if they do not have a paid subscription, the Editing feature will be available for 60 days at which time they will revert to View only).

The other tabs allow you to view current permissions, obtain the URL of these data and to assign a DOI (Digital Object Identifier) which is a persistent URL (more about DOI's is in our Help Notebook).

As we mentioned, you can also share Pages, Folders and Notebooks. To do so, simply right-click (or Ctrl-click on a Mac) on the desired "node" in the Notebook navigator on the left side of the screen and click "Share". The rest is the same.

Read more about Sharing in our [Help Notebook](#), or contact us with questions. we are here to help!

## Tip #11: Team Players: Using Groups

In our last tip, we talked about the ease and flexibility of sharing data within LabArchives. In that e-mail, we talked about sharing with one individual at a time, but in many labs, projects are done in teams, and sharing with one person at a time can be a bit tedious. Fortunately, LabArchives has a "Group" feature that lets you create teams of people and assign rights to that group.

Let's say, for example, that Bill, Sue and Sharon are all working on cloning a particular gene, and that you have organized your Notebook(s) in such a way that this team will have access to certain areas of data. Simply select "Notebook Group management" from the User Management menu which will reveal something like the following:

Group	Description		
ABPA	Project to find a cure for ABPA	save changes	delete
Cloning Project	Project to clone X45B Gene	save changes	delete
Full Access	Full access to the entire Notebook		
Technicians	These are our technicians	save changes	delete
Undergraduates	These are the undergrads in my lab	save changes	delete

**Add a Group to your notebook**

Name of Group

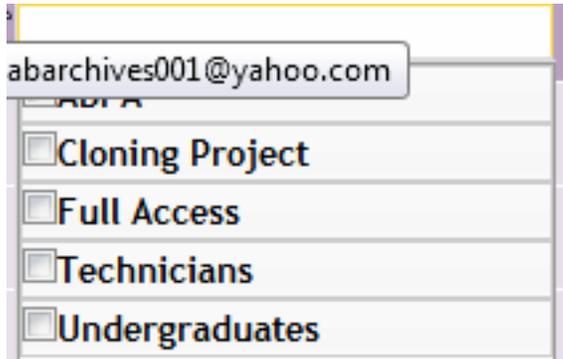
Description of Group

First, create the group for Bill, Sue and Sharon by giving it a name and a description and clicking on "Add". Once created, visit Notebook User Management:

User	Role	Group Membership	
Jim Mc Ginty	Guest	<input type="text"/>	Remove...
John Evans	Guest	<input type="text"/>	Remove...
LabArchives test 001	User	<input type="text"/>	Remove...
Earl Scalex	User	<input type="text"/>	Remove...

Click in the Group Membership field for any User, Owner, or Administrator (Groups aren't available for

"Guests"), then select the group(s) to which you want this individual to belong:



Once you have assigned lab members to groups, you can set their permissions in the Groups or People with Access tab in the "Sharing" section for Entries, Pages, Folders, or the entire Notebook:



Using Groups makes it much easier to share data, especially in larger labs. Remember that the Groups function applies only to Users and Administrators (not to "Guests").



In this example, this is an Activity Feed for one specific Notebook, filtered only for modifications to the Notebook. If you are an Owner or an Administrator, you can also choose an Activity Feed for a particular User, or for your entire account (i.e. all the Notebooks in your master account).

By checking the Filter boxes, you can determine what you want to see. For example, you may want to see only comments that have been made by checking just that box, or you may want to see modifications as well as comments.

If you see something of interest (e.g. a Comment or Notebook Modification), simply click on the item in the Activity Feed and LabArchives will take you directly to that Entry. Note that the Activity Feed is typically opened in a separate browser tab, so you will need to click on the LabArchives Notebook tab to view the data.

The Activity Feed is yet another simple tool to follow progress in the lab wherever you may be located.

## Tip #13: See me after class: Using Comments

As you no doubt are aware by now, LabArchives stores every version of all data in your Notebooks. However, sometimes you or one of your collaborators may wish to make a comment or suggestion that is not truly part of your data. LabArchives provides a simple Comments function which enables you, your lab mates, and outside collaborators, to converse based around any Entries in the Notebook. Unlike Entries, Comments can be edited and deleted at will.

All Owners, Administrators, and Users that have access to a particular Entry can make a comment. Guests (even those with Read-only access) can also comment if enabled in the Notebook User Management tool.

Comments appear as "thought bubbles" at the top right of an Entry. For example:

• Earl Beutler • Nov 11, 2011 @02:02 PM PST 

If there are comments, a number (indicating the number of comments) will appear in the "thought bubble"; otherwise it will be blank (note that those without commenting rights will not see the bubble at all).

To make a comment, simply click in the "bubble"; you will see a running thread of the dialog (if any), complete with the name of the user and the date and time that the comment was entered:



You can add a comment in the box at the bottom of the list; you can also remove a Comment that was made by you and/or if you are the Owner or Administrator of the Notebook.

Comments: Another way LabArchives helps improve communication and productivity in the lab!

## Tip #14: Please Mr. Postman: Using your Inbox

Ever get an e-mail that contains information you'd like to put in your LabArchives Notebook? A colleague send you a PDF of an article with an important new method that you want in your Notebook? Or snap a photo that you would to save with your lab data? It's simple with the LabArchives Inbox function.

As long as an e-mail is sent from the e-mail address that is associated with your account to [inbox@labarchives.com](mailto:inbox@labarchives.com), the content will automatically go into your Inbox. If the e-mail has attachments, these will also be saved as an attachment in your Notebook. That's all there is to it!

The Inbox also has a feature, known as "Inbox Rules", that enables you to automatically route attached files to specific locations within your Notebook. So, for example, you can tell LabArchives to send all PDFs that arrive to the "Articles" folder. There, it will automatically further organize them by the date on which they arrived.

To see the contents of your Inbox, or to set the Inbox Rules, simply click on the Inbox at the very top of the Notebook Navigator, and click on "Inbox Rules". You will see something like the following:

The following rules are applied to all Entries as they arrive in your inbox

Move : Image Files (gif; png; tif; tiff; jpg; jpeg; jpe; jfif; bmp; dib)  
To : FASEB  
Under : New Protocols

edit • delete • move up • move down • run rule

Move : FlowJo Files (wsp)  
To : Demonstration Notebook  
Under : Presentations

edit • delete • move up • move down • run rule

Add a new inbox rule

Move files of type  
Image Files    gif; png; tif; tiff; jpg; jpeg; jpe; jfif; bmp; dib;

To the LabArchives Notebook  
Earls\_Lab\_Notebook

Under Notebook Folder  
Templates    browse folders

Save

Choose the type of file(s) from the menu, or specify your own extension, then select the Notebook and the Folder into which you want the files to be routed.

Certain external program, such as our own Folder Monitor for Windows, also send files via your Inbox.

## Tip #15: Let's get organized: Databases and Freezer Boxes

Every lab has "materials" that could use better organization: Reagents, equipment, samples, etc. With LabArchives, you can create a database (which can be shared with the lab or with groups of users) in which to store important information about these materials, including their physical location. LabArchives comes "pre-loaded" with some database and Freezer Box Widgets which you can use "out of the box"; or you can modify ours or even create your own from scratch.

Your database(s) will be "Entries" somewhere within your Notebook. To start a Database, just go to the desired page and choose the Entry type of Widget, then choose "Chemical Inventory" for example. Since this is a new Database of chemicals, it will ask you to enter your first reagent:

Create New Entry
✕

Name

Serial #

Owner

Location Freezer ▾

Sub-location (Details)

Vendor (Cat. No.)

Quantity  Price  Unit Size

Expiration Date

CAS Number

URL 1

URL 2

Alternate Name

Molecular Weight

Physical State Solid ▾

Purity

Formula

As you enter and save your reagents, it will build a Database for you:

View Copy to Clipboard Export to File
Show / Hide columns

Name	Manufacturer	Catalog	Size	Units	CAS	Weight	Price	URL	Description
Acetaldehyde	Spectrum	A2147-100ML	100	ml	75-07-0	44.00	215.29	http://www.spectrumchemical.co	
Acetone	Spectrum	LC15420-55002	4	L	67-64-1	58.09	153.15	http://www.spectrumchemical.co	
Benzene	Spectrum	850220-6	500	ml	71-43-2		67.75	http://www.spectrumchemical.co	
Chloroform	Spectrum	C1220-100ML	100	ml	67-66-3	119.38	43.60	http://www.spectrumchemical.co	
Ethyl Acetate	Spectrum	E1025-500MLGL	500	ml	141-79-6	88.11	72.05	http://www.spectrumchemical.co	
Isopentyl Alcohol	Spectrum	I1047-100ML	100	ml	123-51-3	88.15	66.15	http://www.spectrumchemical.co	
MATRIXEL MATRIX 5ML	BD Bioscience	366234	5	ml			211.98	http://scientific-supplies.thomson	
Sodium Sulfate ACS, Anhydrous	Sigma-Aldrich	239313-2 5KG	2500	g	05968-11-6	124	133.00	http://www.sigmaaldrich.com/Chem	Linear Formula Na2SO4
Trio(n)dimethylsilyl(methyl)silane	Sigma-Aldrich	448915	100	g	17082-46-1	268.61		http://www.sigmaaldrich.com/cata	

Showing 10 of 7 entries
First Previous 1 Next Last

Once built, you can search, sort, and edit as you wish. And, very importantly, you can modify the Database to include the fields that are important to you.

Our Freezer Box Widget is similar to the Database Widget: It is a special database organized according to standard rectangular storage devices. And, as with the Database Widget, you can create your own fields depending on what you are storing, and you can have them in any dimension, plus choose color and tube color:

Here is a 4 x 4 Freezer Box to give you an idea:

Name: Demonstration Freezer Box  
 Size: 4x4  
 Color: blue  
 Location: Freezer room #302, 2nd shelf  
 Description: This is only a demonstration, but put anything you want in this text box.

	A	B	C	D
1	E. Coli Bacteria 	Staph Bacteria 		
2			Aspergillus niger Fungi 	
3				
4				

Using the pre-defined LabArchives Databases and Freezer Boxes is completely intuitive, and designing your own templates is simple, too. Sign up for one of our [Widget Webinars](#), or [contact our Support Team](#), to learn how to create your own.

## Tip #16: Oh, Yeah: Searching (almost forgot this one!)

You are getting near the first 60 days of your experience with LabArchives, and we are almost done sending you these tips. We hope they have proven helpful (and not too annoying ;-)).



Before we stop bugging you, we nearly forgot that one of the fundamental reasons that scientists choose LabArchives is the ability it gives them to find data from months or even years ago. LabArchives includes powerful searching functionality that enables you to locate information instantly.

You have probably noticed the "Google-like" search box at the top right of the LabArchives screen. Here, you can enter any word or phrase, and LabArchives will search through your Notebook (or only your own entries if you click that option) and display them in order of importance.

Unlike many systems, LabArchives indexes not only the text and tags that you have entered, but the contents of most commonly used files, including PDFs, Excel, Word, PowerPoint and Text! So if a Postdoc entered the word "Sample 12345" into an Excel spreadsheet (or LA Docs) 2 years ago, it will be instantly retrieved!

And LabArchives provides more than just "Google-like" search: You can enter Boolean (i.e. "AND", "OR", and "NOT") logic, literal phrases, and much more. Visit our [Help Notebook](#) to learn more about advanced searching, or [contact our Support Team](#) who are standing by to assist you with questions!