

**Exercises:
Using OneNote
as a
Laboratory Notebook**

Introduction

In this practical we will work through some of the relevant basic features of OneNote for use as an electronic laboratory notebook.

Software

This practical is based on Microsoft Office's OneNote and the instructions are based on the desktop PC version OneNote 2016 (although specific differences in the browser version, mac version and Office 365 version are all given and explained).

- OneNote (browser version, OneDrive, Office online)
- OneNote (Office 365)
- OneNote 2016
- OneNote App (Apple and android)

Data

All of the input data and files used in this practical can be downloaded from the Babraham bioinformatics web site (<http://www.bioinformatics.babraham.ac.uk/training.html>).

Licence

This manual is © 2019, Jo Montgomery.

This manual is distributed under the creative commons Attribution-Non-Commercial-Share Alike 2.0 licence. This means that you are free:

- to copy, distribute, display, and perform the work
- to make derivative works

Under the following conditions:

- Attribution. You must give the original author credit.
- Non-Commercial. You may not use this work for commercial purposes.
- Share Alike. If you alter, transform, or build upon this work, you may distribute the resulting work only under a licence identical to this one.

Please note that:

- For any reuse or distribution, you must make clear to others the licence terms of this work.
- Any of these conditions can be waived if you get permission from the copyright holder.
- Nothing in this license impairs or restricts the author's moral rights.

Full details of this licence can be found at

<http://creativecommons.org/licenses/by-nc-sa/2.0/uk/legalcode>

Exercise 1:

Accessing the Electronic Laboratory Notebook (ELN) area on Sharepoint

If your Group Leader has already requested a Group ELN, there will already be a section and you should have a folder. If not, we will go through this procedure quickly and will access the desktop version of OneNote directly to carry out the remainder of the exercises and you can come back to this once you have the Group ELN in place on Sharepoint.

Go to <https://babraham.sharepoint.com/sites/ELN/SitePages/Home.aspx>

SharePoint

Electronic Lab Notebooks JM

Home

JM

Electronic Lab Notebooks

From this site you can navigate to the subsite for your group to access your area for OneNote-based Electronic Lab Notebooks.

If you are a Group Leader who requires that a new ELN site be set up for your group to store their Electronic Lab Notebooks, please email computing@babraham.ac.uk with the email subject: **New ELN site request** and a new site will be created for you and your group to use.

If a site has been set up for you, you will have been emailed the URL or you can access it by clicking your initials on the left-hand side of this page.

The following guides have been configured to assist Group Leaders and Administrators in managing their ELN site.

Guides for Group Leaders and Administrators

- Add Group Members
- Setup a new notebook
- Add other site administrators
- Change Permissions for Notebooks
- FAQ

Guides for Group Members

- Move an existing Notebook to ELN

And navigate to your Group area as indicated by your **Group Leader's initials** on the left hand menu.

SharePoint

Electronic Lab Notebooks JM

Lab Notebooks

Group Documents

Site contents

Welcome to your Electronic Notebook Repository

Use this site to create, work on, and store notebooks. This site can become a collaborative repository for authoring documents and notebooks within your group, or just a central store for individual Electronic Lab Notebooks.

A Group Documents library is also included in this site. By default, all group members have read access to any documents placed in this area. Group Leaders and Administrators have read/write access.

For extra help and assistance with setting up and customising your site, click here to access the [Guides](#).

Group Leader - Full Control to Site

- Jo Montgomery

Administrators - Write and Permission Access to all

There are no people or groups to show in this view, or you do not have permissions to view the people or groups.

Group Members - Individual Notebook Access

- Felix Krueger
- Simon Andrews
- Steven Wingett

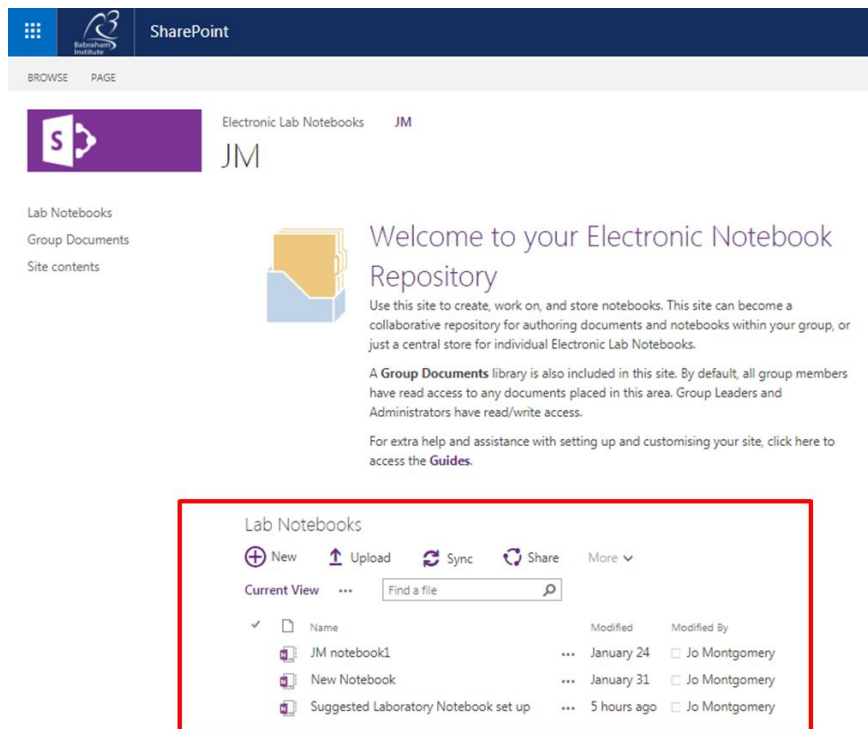
Lab Notebooks

- Home
- RK
- JM notebooks folder
- SA
- SW

Group Documents

You will then see a Group directory called **Lab Notebooks**. Depending on read/write Permissions you will see a number of folders here. There should be one for each member of the group. See the ELN page for tutorials from computing on how to add members and change permissions as well as FAQs.

Click on your folder and you will see a list of your notebooks.



The screenshot shows a SharePoint site for 'Electronic Lab Notebooks' by user JM. The page title is 'Welcome to your Electronic Notebook Repository'. The main content area displays a 'Lab Notebooks' library with a list of notebooks. The list is highlighted with a red box and contains the following items:

Name	Modified	Modified By
JM notebook1	January 24	Jo Montgomery
New Notebook	January 31	Jo Montgomery
Suggested Laboratory Notebook set up	5 hours ago	Jo Montgomery

Open the notebook (OneNote Online)

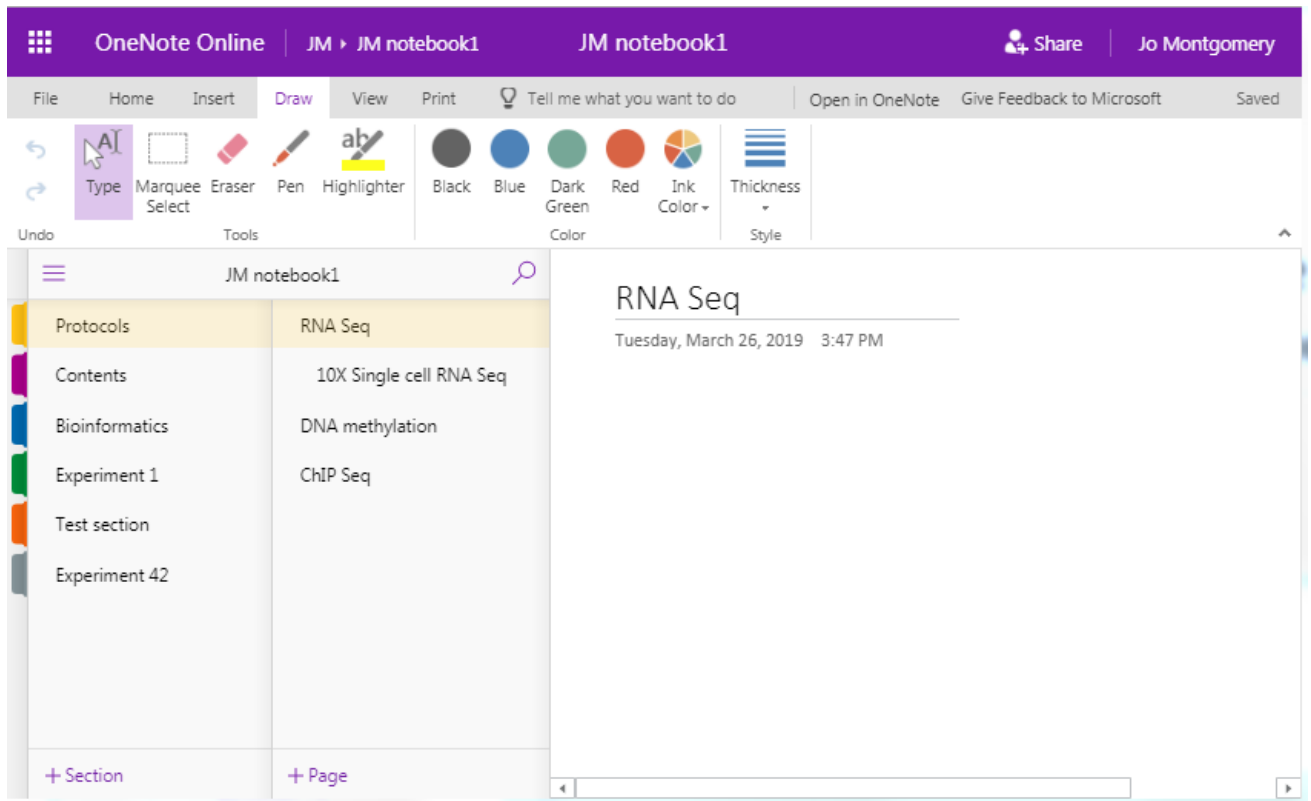
NB If you don't yet have this set up for your group, we will run this course directly in Office 365 online or in the desktop version of OneNote.

Exercise 2:

Setting up the notebook

Create a notebook that looks like this, with these:

- section names
- tab colours
- pages
- page names
- subpages



Exercise 3:

Adding text, tables, formatting and images

Create a page that looks like this with:

- a similar layout and information
- text (this can be any text – just play about with fonts, sizes etc),
- table
- formatting
- images - try inserting an image from file (see course data) and also searching for images online.
- note the text styles in the *Protocol*.

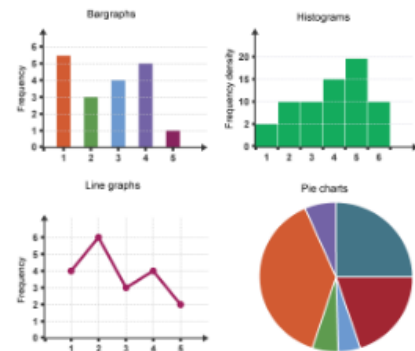
Page B

29 January 2019 12:08

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse at maximus lacus, eu pretium turpis. Curabitur a felis id ex molestie rutrum. Mauris porta luctus velit ac pulvinar. Praesent eu urna enim. Proin commodo sed sapien ac sagittis. Integer fermentum accumsan lectus, vel bibendum magna tincidunt ut. Mauris non erat scelerisque, molestie mi sed, maximus urna. Cras aliquam interdum lectus vitae consequat. Pellentesque porta gravida tempus. Pellentesque maximus, eros pretium porttitor aliquam, diam sapien vestibulum nunc, a semper risus turpis vel ex. Proin sollicitudin, nunc sed bibendum tempus, nisi velit interdum quam, ultricies posuere mauris nunc eget nunc. Fusce id rhoncus risus.

Quisque ac metus sit amet leo mattis gravida eu in lacus. Donec urna mauris, congue ac egestas ut, volutpat quis orci. Aliquam erat volutpat. Donec volutpat ultrices sodales. Nulla facilisi. Maecenas fringilla facilisis purus vel posuere. Nullam dapibus tincidunt sem id porta. In imperdiet lacus ut dignissim pellentesque. Integer tempor purus justo, at cursus dolor ullamcorper ut. Sed eu finibus orci. Aenean sed sapien rutrum, sagittis ex eu, egestas purus. Phasellus malesuada nibh id arcu feugiat malesuada.

Donec eget dictum tortor, vel posuere turpis. Fusce vel facilisis enim. Aenean pretium est sed ultrices sollicitudin. Morbi non imperdiet libero, sit amet finibus magna. Etiam nulla magna, rhoncus at lacus vel, vulputate egestas justo. Duis vestibulum venenatis velit bibendum facilisis. Vestibulum id hendrerit risus. Pellentesque mi est, tristique at sem id, commodo venenatis magna. Nunc maximus accumsan rhoncus. Duis vitae lectus pretium, imperdiet dui lobortis, pulvinar mi. Proin vel velit vulputate, sollicitudin metus aliquet, aliquet felis. Sed bibendum quam arcu, in posuere felis vulputate vel. Curabitur cursus nec risus sed porttitor. Pellentesque sollicitudin mollis mauris ac laculis.



I can move text boxes about

	Biscuit	Tea	Coffee
Simon	Jammie Dodger	Builders	occasionally
Anne		occasionally	Froth milk, 2 sugars
Felix	Lebkuchen	various	Caution: extremely fussy
Jo	any	Weak, black, no milk	
Laura	Millionaire's shortbread	milk	milk

Protocol

First we collected some water.
 Then we filtered the water.
To make tea:
 Boil the water (only once – Jo is very fussy about using freshly drawn water and not re-boiling it. Simon thinks this is nonsense).
 Then apply hot water to tea of choice for required time. Add milk/milk alternative/sugar as required.
To make coffee:
 See separate protocol [here](#) as there are many sources of coffee and machines with which to provide it in Bioinformatics.

Exercise 4:

Adding files and links

You will find files in the course data file.

- Add an excel file as an attachment
- Add a word document as a file printout.
- Insert a link to a webpage.
- Create a link to another page of your notebook.
- Using *copy to path*, create a non-dynamic link to a file in a saved location.



- In the finder/document library, **Shift + right click** on a file of your choice and select *copy as path*.
- Paste this path into OneNote – this is just a reference to the location
- Remove 'http' at the beginning and replace with 'file//', then change all of the backslashes to forward slashes
- Copy and paste this into your browser – it should now direct you to the file

Exercise 5:

Other useful tools

- Go to the Draw menu and select a pen type, thickness and colour. Draw a flower with at least 3 colours/pen thicknesses/types.
- Insert a gel image or powerpoint slide screenshot and annotate (see course data folder).
- Create a to-do list with at least 3 different functions (eg flag for follow up, mark as a question, highlight, mark as completed etc). Explore the options available.
- Create a table of contents using your insert link skills
- Search the text for a word you know you've included – you can search by section or page in OneNote online.

Exercise 6:

Sharing your Laboratory Notebook

Share a notebook with someone in the room – check they can see your notebook.

Open a shared notebook – make a new tab and type them a message.

Check you can receive the message in a new tab which someone has sent to you.

Can you track the changes to see when they were made and by whom? (Versions)

NB: You can use the **View** menu to access versions and authors.

Exercise 7:

Suggestions for setting up a OneNote notebook as a Laboratory Notebook

Put your new skills into practice: Now create a new notebook and set up a suitable layout and style for a basic laboratory notebook – new sections for separate projects/experiment types/mouse strains etc. as per your requirements. You don't need to populate it with any real data but have a play inserting files or images, creating tables and anything else you think might be useful for you.

Take a look at this example laboratory notebook (link below), see how data is added and sections are organised etc. This is just an example. Your laboratory notebook needs to be flexible for you, your research and your group, so find the best set-up for you.

https://babraham.sharepoint.com/:o/s/ELN/JM/EukJeoh_7qFFlhWye9y5K6QBtxshmDPJTPzk7kNN0eXYQg?e=ZZIyMR

or

<https://tinyurl.com/labbooklayout>