eNotebooks—Quick Start Guide

Setting up your enotebook account 2
Creating an enotebook 2
Organising your enotebook 2
Adding content to your enotebook 3
Editing entries 4
Reviewing past versions of pages or entries 5
Linking 6
Widgets 8
Setting up your eNotebook account

2. Under I want to login to my LabArchives account through my institution, select The University of Sydney from the drop-down menu.
3. On the AAF login page, enter your UniKey and UniKey password then click Continue.
4. Select the default option I do not have a LabArchives account and need to create or activate one. The "email address" field will be pre-populated with your University email address. You cannot change this. Click Create new account.
5. For Do you want to create a new LabArchives account and link with your The University of Sydney login credentials? click Yes.

Creating an eNotebook

2. Once you’ve logged on, look for the Notebook Navigator on the left side of the screen. Click on the drop-down menu and at the bottom select Create New Notebook …
3. Once selected, a new window will appear asking you to name your new Notebook. You should also choose a folder layout (none, Lab, Classroom, or from another notebook).

Add a name, select a layout, then click Create notebook.

Organising your eNotebook

Once your Notebook has been created, it is time to organise it. Each folder layout (lab, classroom) has a number of folders which you can use, rename, move, or delete based on your needs. You can also choose the “None” option if you would prefer to create your folder structure from scratch.

To create a new folder or page:

1. Click on + New in your Notebook. Choose Add New Folder, Add New Page, or Copy Existing Page.
2. Give the new item a name.

Note:
- Folders can be created within other folders.
- Folders and pages can be dragged and dropped to wherever you want them to go.
Adding content to your eNotebook

Information added to a Notebook is known as an "entry".

Adding entries to a page

Entries can be added to a page via:

1. the “Add Entry” toolbar at the top of the page.
   
   Note: the order of entries in the “Add Entry” toolbar will change based on last use, and may not appear in the order they are displayed below.

2. the “Insert Entry” toolbar at the top of the page/between existing entries.
   
   Note: if you have your “Accessibility Mode” switched on, you will not be able to insert entries. Click the menu labelled with your name in the top right corner of your window and then “Disable Accessibility Mode” in order to utilise this function.

   ![Image](image1)

   1

   ![Image](image2)

   2

- **Rich Text** entries are the most common type of entry. Use the accompanying toolbar to format text, add images and web links.

- **Attachment** entries are for uploading files from your computer. Any file format can be uploaded. If a Microsoft Office document or a PDF has been uploaded, a preview will display. Most image formats—such as .jpg, .gif, .tiff, .bmp—will also display a preview.

  Note: The fastest way to transfer existing files to your Notebook is by dragging and dropping them onto a Notebook page; such files are added as Attachment entries.

- **Office Document** entries allows the user to create and edit Microsoft Office compatible documents, including Word, PowerPoint and Excel files.
• Other types of entries:
  – **Heading**: for dividing a Notebook page and make it more readable and visually appealing
  – **Plain Text**: simple text with no stylistic attributes
  – **PubMed References**: import and store references directly from PubMed
  – **Mathematical Equation**: input formulae using the language “TeX”
  – **Sketch**: create/edit a sketch
  – **Widget**: customisable apps or data forms that can be used for many purposes (e.g. calculator, periodic table)
  – **Assignment**: works like a bookmark for assignment submission/grading; generally only used in course Notebooks.

More information on entries: [http://labarchives.kayako.com/Knowledgebase/List/Index/223/4-entry-types](http://labarchives.kayako.com/Knowledgebase/List/Index/223/4-entry-types)

**Other ways of adding entries**

• **Inbox**: Email inbox@au.labarchives.com from the email account associated with your eNotebook account. More information at [http://labarchives.kayako.com/Knowledgebase/Article/View/33/262/911-e-mailing-files-to-inbox](http://labarchives.kayako.com/Knowledgebase/Article/View/33/262/911-e-mailing-files-to-inbox)


**Editing entries**

To edit or delete an entry, move the cursor over the entry and select the appropriate tool from the menu that appears.

To comment on an entry, click on the dialogue icon from the entry edit menu.
Reviewing past versions of pages or entries

eNotebooks store every version of every entry that you make. Each revision is stored with a time stamp of the exact date and time the entry was made. Edits to an entry can be undone by reverting to an earlier version of the entry. This process will not delete the more recent versions – all will be kept in the revision history. However the chosen version will be displayed as the current entry on the notebook page.

To revert to a previous version of a page:

1. Click on the revisions icon at the top of the page.

   ![Page Tools]

   A table will appear that shows all revisions made to the page. Click on the Date and Time link to preview the page as it was for that time.

   a. A table will appear that shows all revisions made to the page. Click on the Date and Time link to preview the page as it was for that time.

   b. Once you’ve identified which version you want, click revert to this version.

   ![Revisions Table]

   Alternatively, the revisions can be viewed by entry instead of whole page. To do this, roll your cursor over a specific entry, and select “Revisions” from its entry edit menu.

   ![Revisions Option]
Linking

Links can be made to other notebook pages or to web addresses outside the eNotebook. Once created, links appear at the top right of an entry.

1. Click on the link icon in the entry edit menu.
2. In the Edit Links popup, click **Browse**.
3. In the Select a page or entry to link to popup, select the page you wish to link to.
4. Click **link to**.
5. Back on the Edit Links popup, click **Add link**.
6. A link icon will now appear in the Links box at the top of the popup.
7. Click **Close**.
To link to a web page outside the eNotebook

1. Click on the link icon in the entry edit menu.
2. In the Edit Links popup, check the radio tab for Web address/URL.
3. Enter the web address/URL into the box that appears. Optionally add a description.
4. Click Add link.
5. A link icon will now appear in the Links box at the top of the popup.
6. Click Close.
Widgets

Widgets are customisable interactive HTML forms or applications that can be used in eNotebooks. They can contain a range of elements, e.g. interactive text boxes, buttons, check boxes, tables and drop-down menus.

Use an existing widget

1. In the Add Entry menu, click on More and choose Widget from the drop-down menu.

2. In the Select a widget to work with popup:
   a. Click on Choose a Widget… and choose a widget from the drop-down menu.
   b. Click the Use button for that widget.

Creating a Widget

If you would like to create a custom widget, this can be done by going to Widget Manager in the top toolbar. More information at [http://labarchives.kayako.com/Knowledgebase/List/Index/243/52-information-on-how-to-build-a-widget](http://labarchives.kayako.com/Knowledgebase/List/Index/243/52-information-on-how-to-build-a-widget).