

Using OneNote as a Laboratory Notebook

v2022-06

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Laboratory Notebooks



What should we be doing?

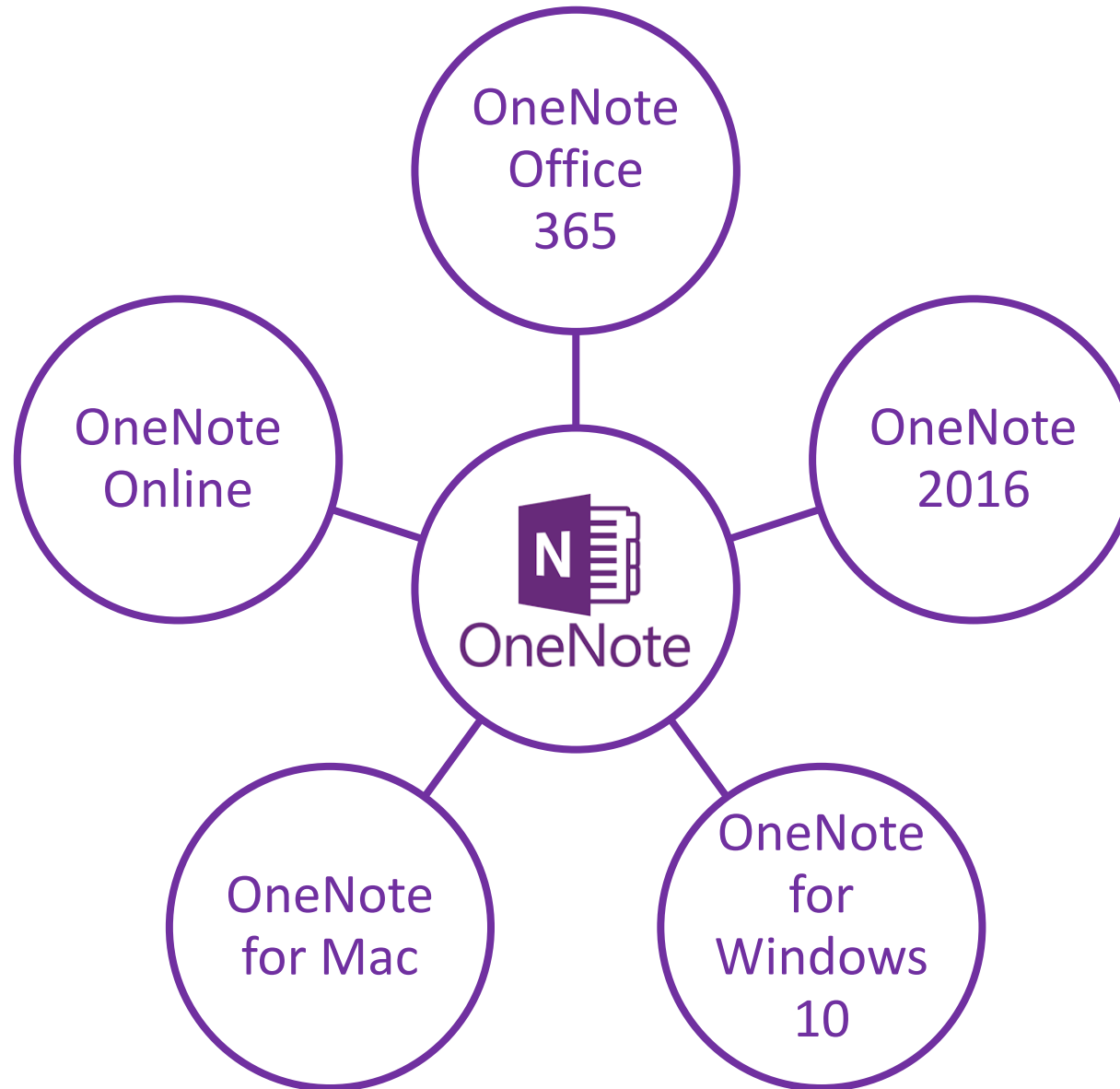
- Expectations and responsibilities
 - Document what we are doing
 - Be able to find results
 - Timely/traceable/retrievable
 - Checked
- Legal responsibilities

Why OneNote?

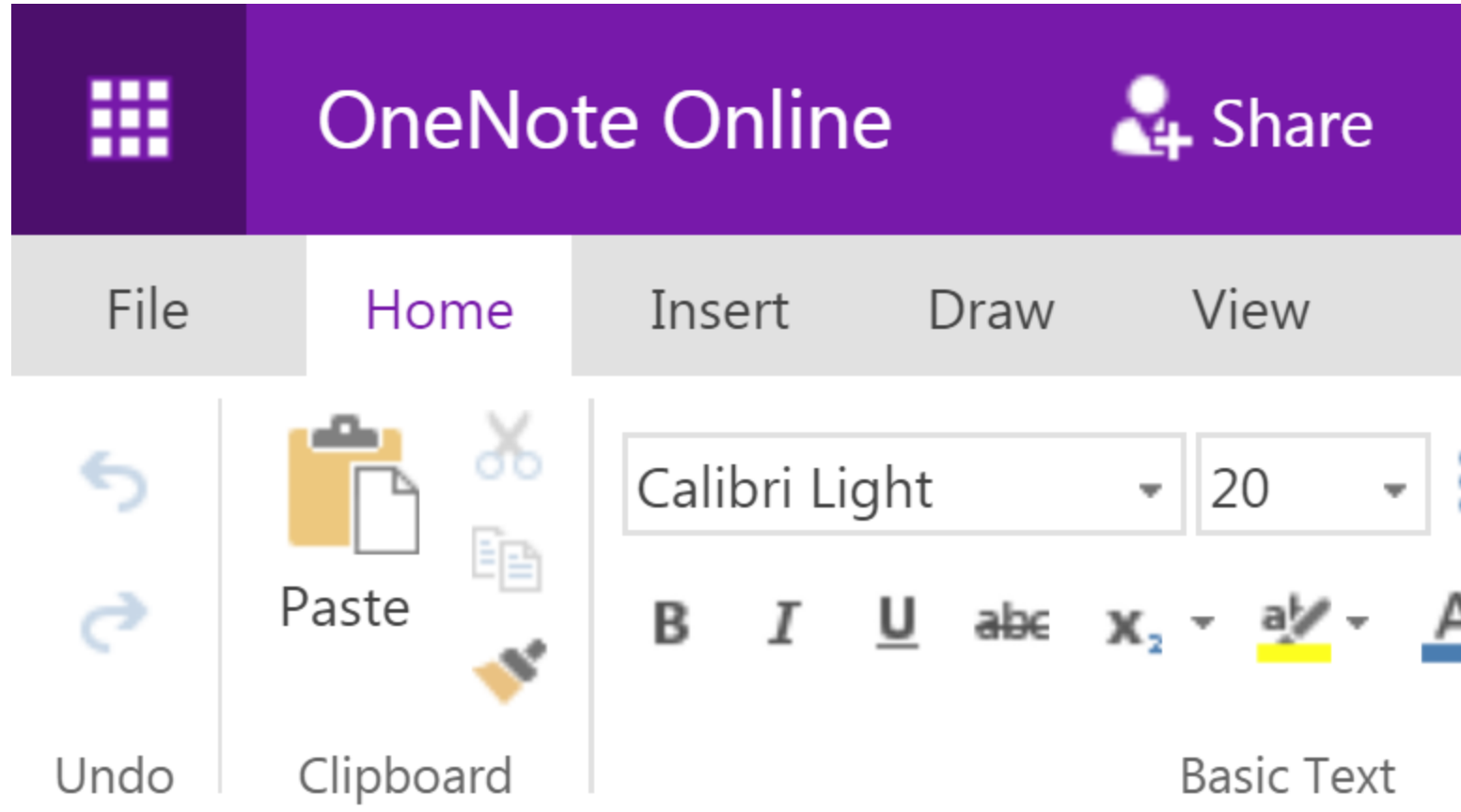
- Digital Notebook
- Gathers notes – handwritten or typed – drawings, screen clippings, images and audio content
- Notes can be shared



OneNote



OneNote

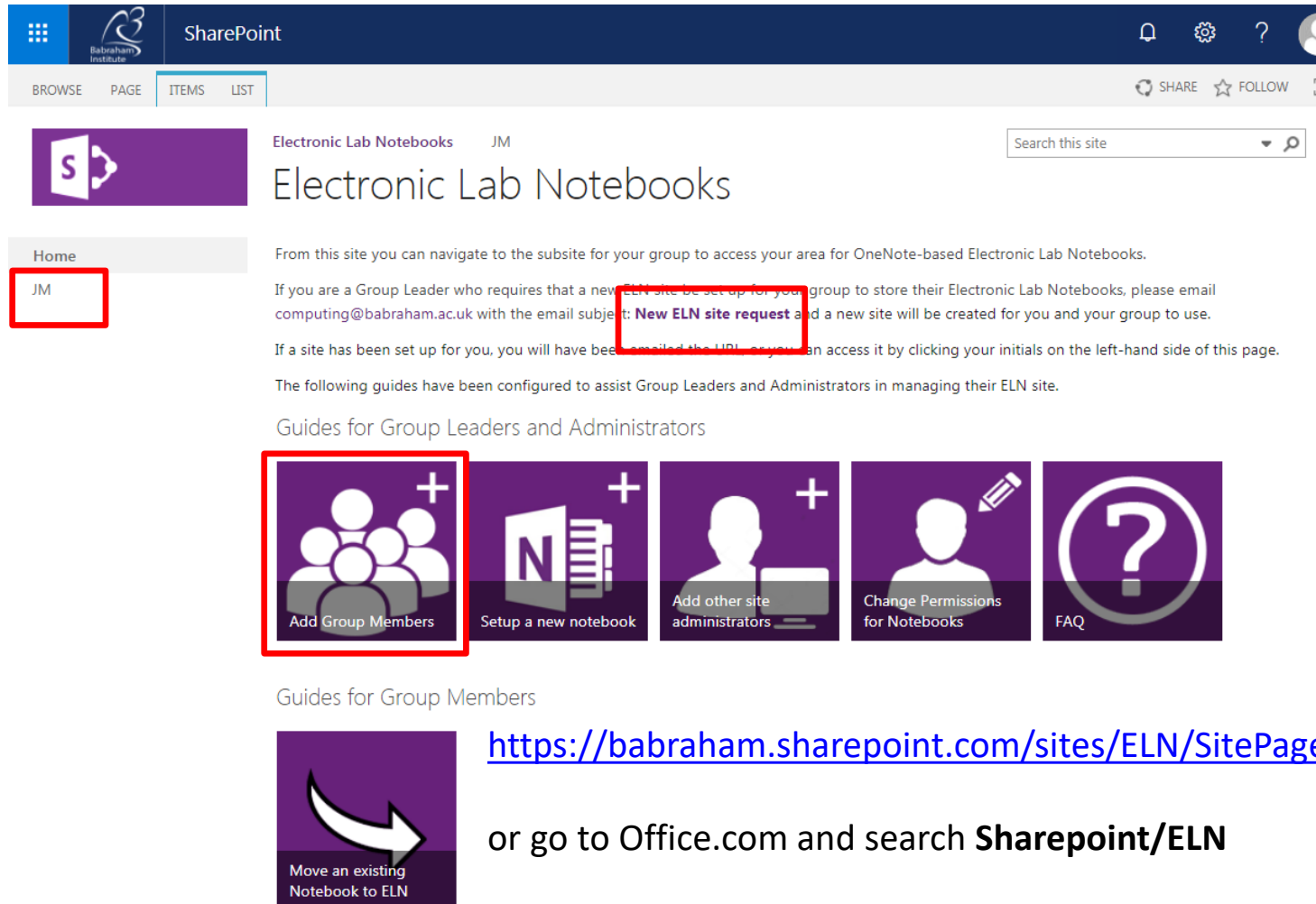


The image shows a portion of the OneNote Online ribbon. The top bar is purple and contains a grid icon, the text "OneNote Online", and a "Share" button with a person icon. Below this are five tabs: "File", "Home" (which is active and highlighted in purple), "Insert", "Draw", and "View". The "Home" tab is expanded to show several groups of commands. The first group, "Undo", contains two blue arrows. The second group, "Clipboard", contains a "Paste" button with a clipboard icon, a pair of scissors icon, a document icon, and a highlighter icon. The third group, "Basic Text", contains a font face dropdown menu set to "Calibri Light", a font size dropdown menu set to "20", a vertical ellipsis icon, bold (B), italic (I), underline (U), a font color dropdown menu set to "abc", a text color dropdown menu set to "x₂", a highlighter icon set to yellow, and a background color dropdown menu set to blue.

Storing notebooks

- Where can we save OneNote notebooks?
 - Local drives (OneNote 2016)
 - Microsoft
 - OneDrive
 - SharePoint

Electronic Laboratory Notebook (ELN)



SharePoint

BROWSE PAGE ITEMS LIST

SHARE FOLLOW

Electronic Lab Notebooks JM

Search this site

Electronic Lab Notebooks

Home

JM

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 and 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

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

or go to Office.com and search **Sharepoint/ELN**

Electronic Laboratory Notebook (ELN)



SharePoint

Electronic Lab Notebooks JM

Search this site

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

New Upload Sync Share More

Current View Find a file

Name	Modified	Modified By
FK	March 20	Jo Montgomery
JM notebooks folder	January 24	Jo Montgomery
SA	March 20	Jo Montgomery
SW	March 20	Jo Montgomery

Drag files here to upload

Group Documents

New Upload Sync Share More

Electronic Laboratory Notebook (ELN)



BROWSE PAGE



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.

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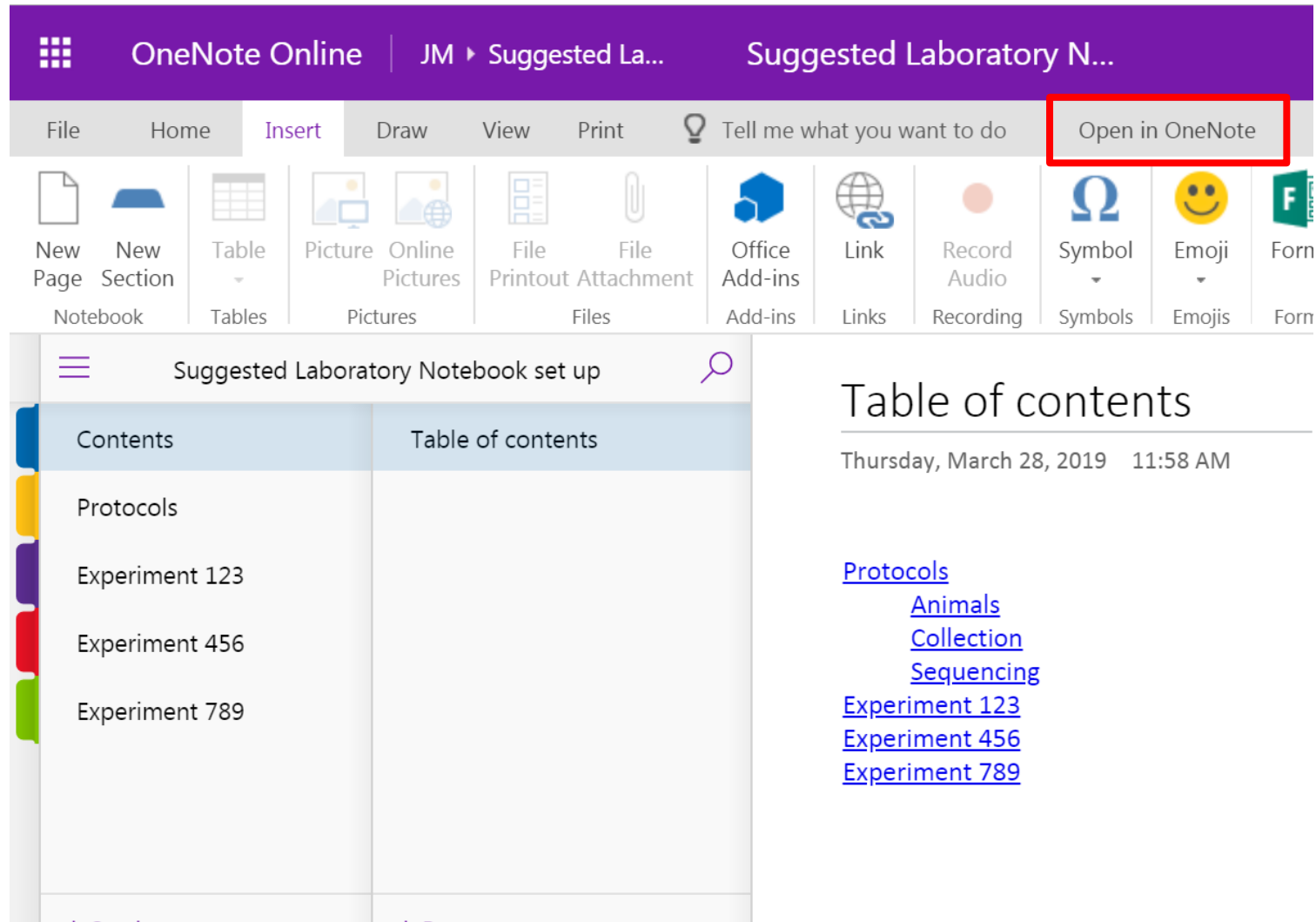
Lab Notebooks

 New  Upload  Sync  Share  More

Current View 

<input checked="" type="checkbox"/>	Name	Modified	Modified By
<input type="checkbox"/>	JM notebook1	January 24	<input type="checkbox"/> Jo Montgomery
<input type="checkbox"/>	New Notebook	January 31	<input type="checkbox"/> Jo Montgomery
<input type="checkbox"/>	Suggested Laboratory Notebook set up	5 hours ago	<input type="checkbox"/> Jo Montgomery

Electronic Laboratory Notebook (ELN)



The screenshot shows the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM', and 'Suggested Laboratory N...'. The ribbon is set to 'Insert', with options for 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', and 'Tell me what you want to do'. The 'Open in OneNote' button is highlighted with a red box. Below the ribbon, various insertion options are visible, including 'New Page', 'New Section', 'Table', 'Picture', 'Online Pictures', 'File Printout Attachment', 'Office Add-ins', 'Link', 'Record Audio', 'Symbol', 'Emoji', and 'Form'. The main content area displays a 'Table of contents' for the 'Suggested Laboratory Notebook set up'. The table lists sections: 'Contents', 'Protocols', 'Experiment 123', 'Experiment 456', and 'Experiment 789'. The 'Contents' section is expanded to show a 'Table of contents' with links to 'Protocols', 'Animals', 'Collection', 'Sequencing', 'Experiment 123', 'Experiment 456', and 'Experiment 789'. The date and time 'Thursday, March 28, 2019 11:58 AM' are displayed below the table of contents.

Contents	Table of contents
Protocols	
Experiment 123	
Experiment 456	
Experiment 789	

Thursday, March 28, 2019 11:58 AM

[Protocols](#)
[Animals](#)
[Collection](#)
[Sequencing](#)
[Experiment 123](#)
[Experiment 456](#)
[Experiment 789](#)

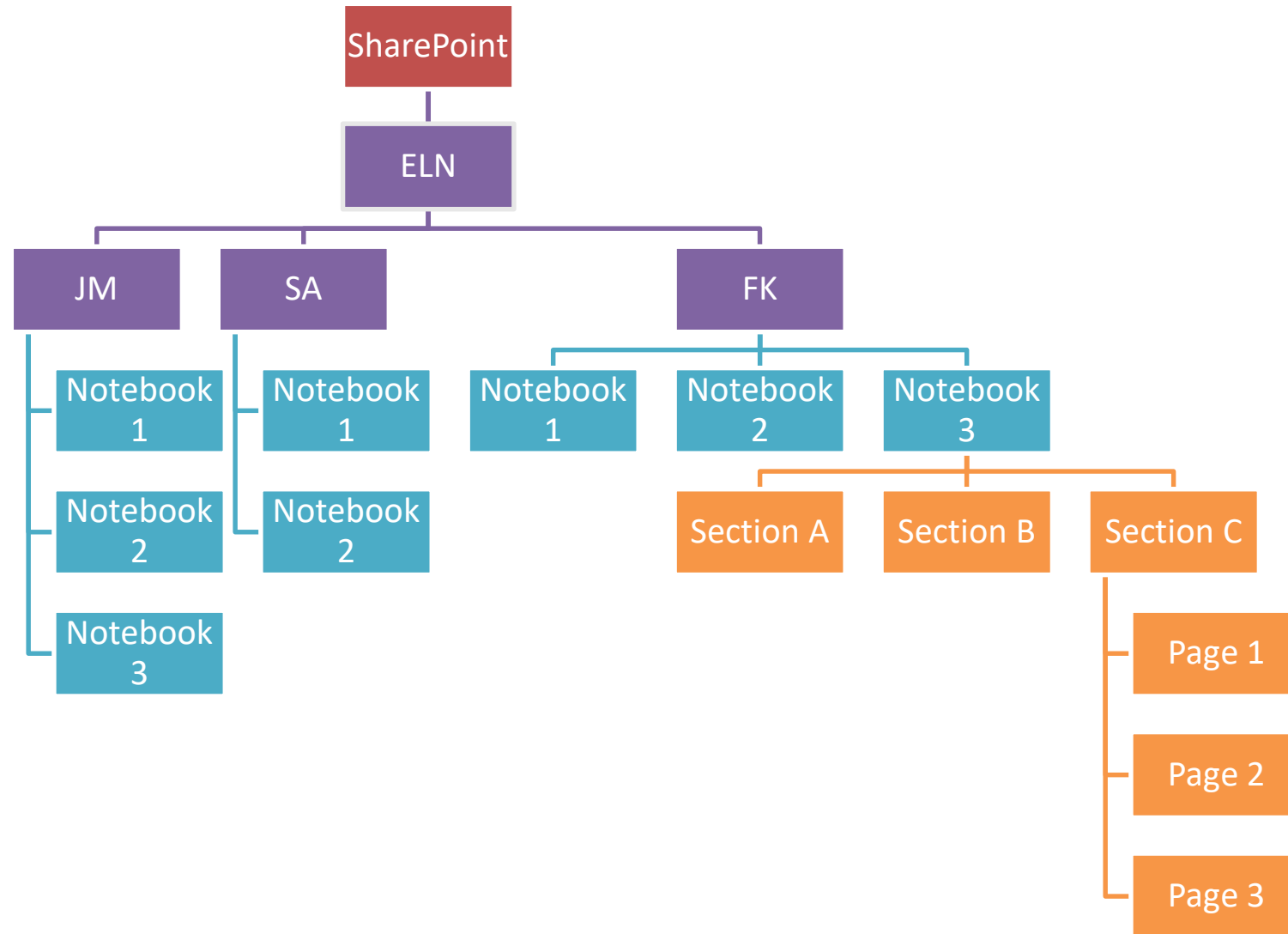
Electronic Laboratory Notebook (ELN)



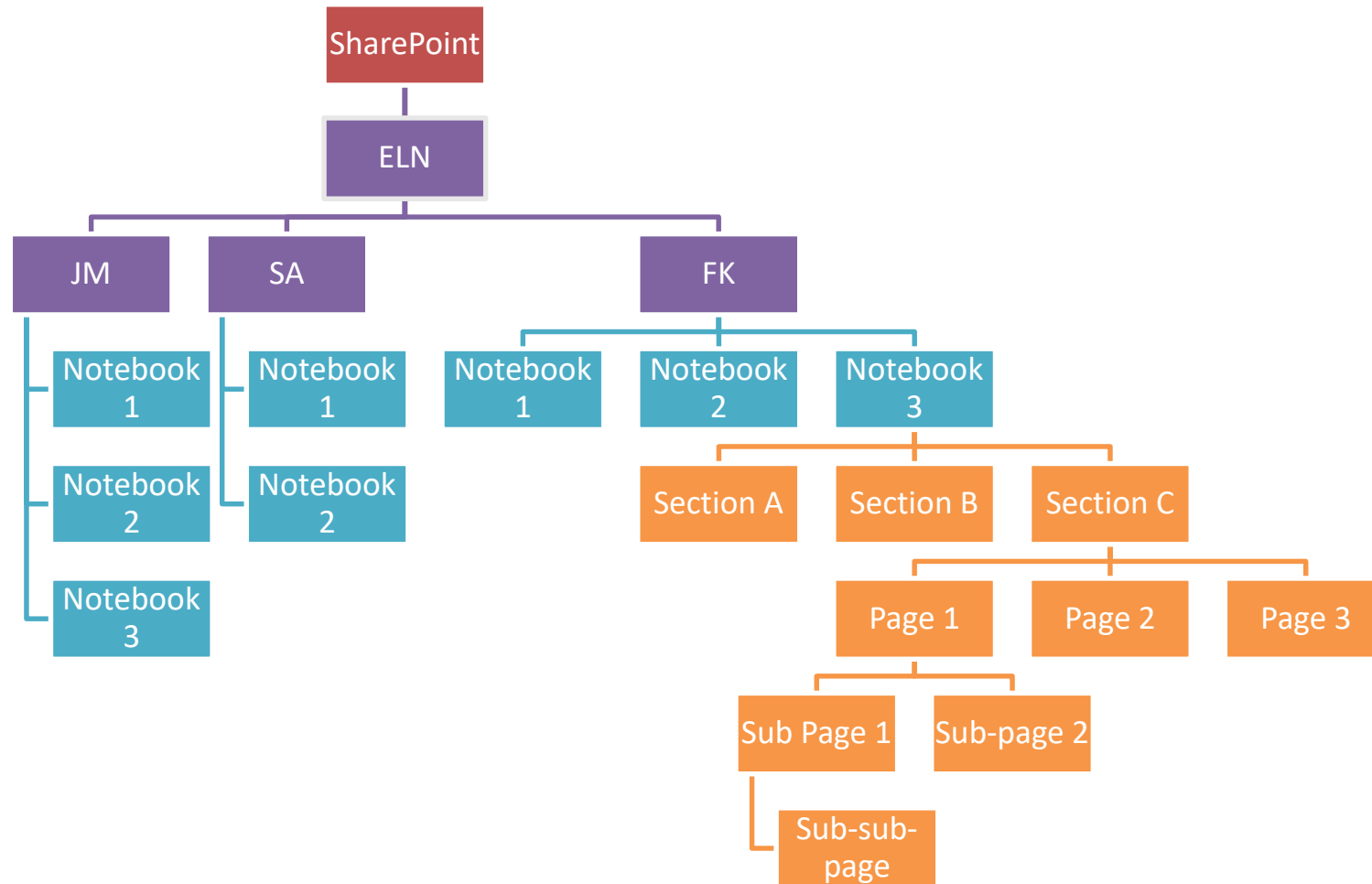
Storage and organisation

SharePoint

Storage and organisation



Storage and organisation

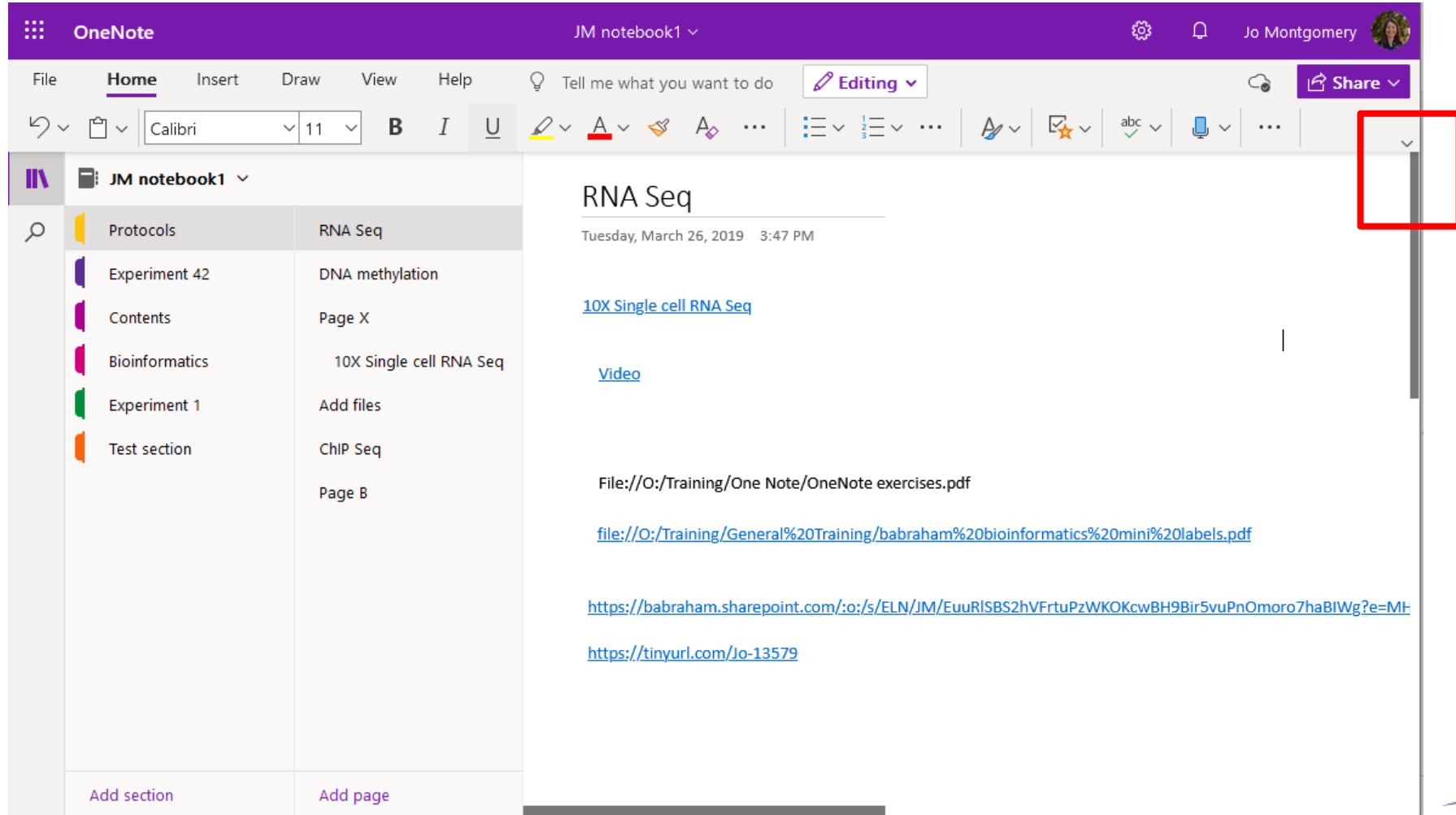


Exercise 1

Accessing the Electronic Laboratory Notebook (ELN) area on Sharepoint

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

Getting started



What is a Page?

“It’s not a word document...

... It’s a stream of consciousness...”

Simon Andrews, Head of Bioinformatics

What is a Page?

OneNote Online | JM notebook1 | JM notebook1 | Jo Montgomery

File Home Insert Draw View Print Tell me what you want to do Open in OneNote Give Feedback to Microsoft

Undo Paste Copy Format Painter Clipboard Basic Text Styles Tags Spelling Dictation Meetings

Section 1 Name this page
New Section 1 Page B
Test section Page C

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 iaculis.

Bargraphs

Histograms

Line graphs

Pie charts

	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.

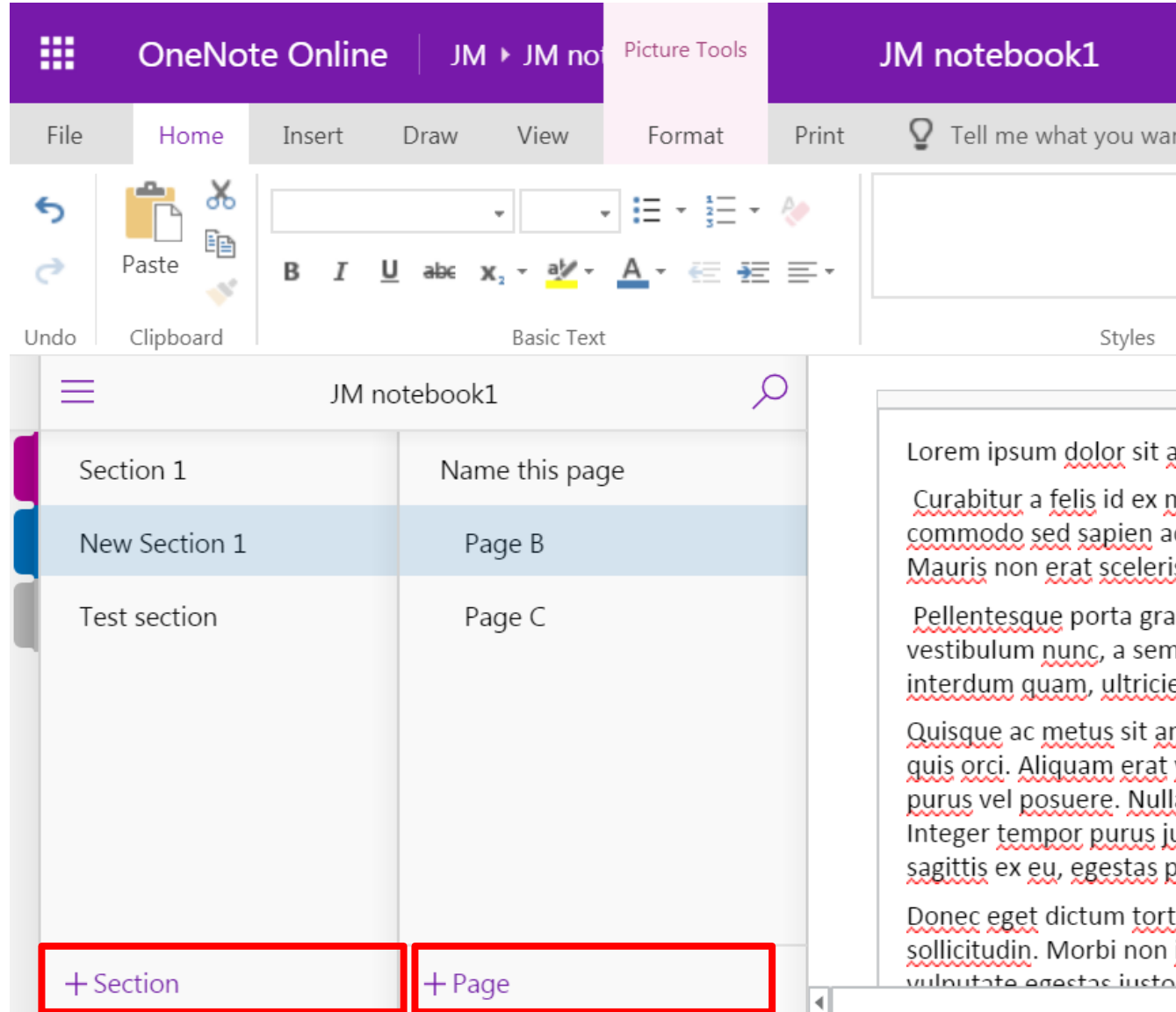
To make tea:
Boil the water (only once – Jo is very fussy about using freshly drawn water and not re-boiling it. Simon thinks this is nonsense).
Then apply hot water to tea of choice for required time. Add milk/milk alternative/sugar as required.

To make coffee:
See separate protocol [here](#) as there are many sources of coffee and machines with which to provide it in Bioinformatics.

I can move text boxes about

+ Section + Page

Add Sections and Pages

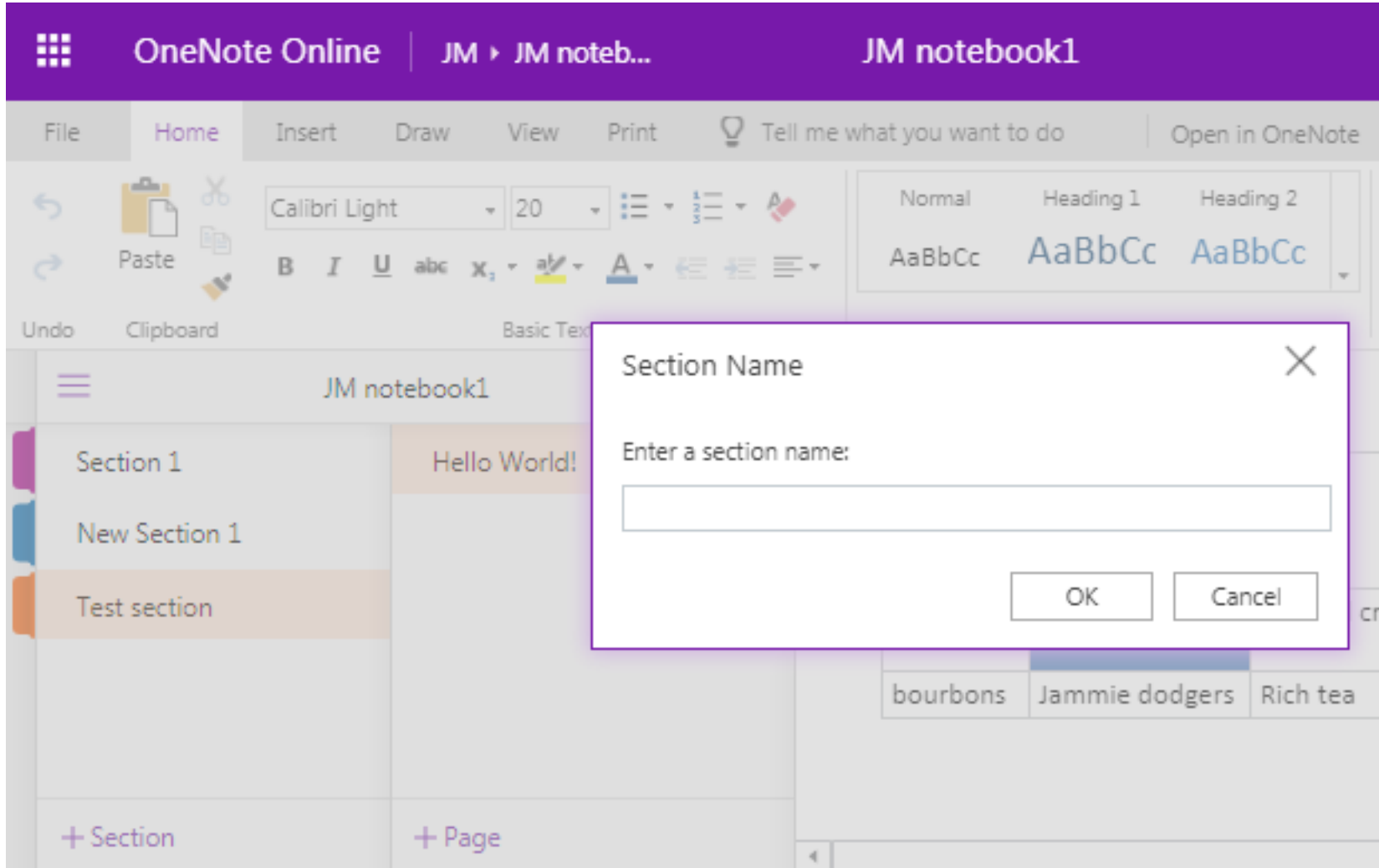


The screenshot shows the OneNote Online interface. The ribbon is visible with tabs for File, Home, Insert, Draw, View, Format, and Print. The 'Home' tab is active, showing options for Undo, Paste, Clipboard, and Basic Text. The 'Format' tab is also visible, showing options for Bold (B), Italic (I), Underline (U), and text color. The main content area shows a table with three sections: Section 1, New Section 1, and Test section. The 'New Section 1' section is selected, and its page is 'Page B'. The 'Test section' page is 'Page C'. At the bottom of the table, there are two buttons: '+ Section' and '+ Page', both highlighted with a red border.

Section	Page
Section 1	Name this page
New Section 1	Page B
Test section	Page C

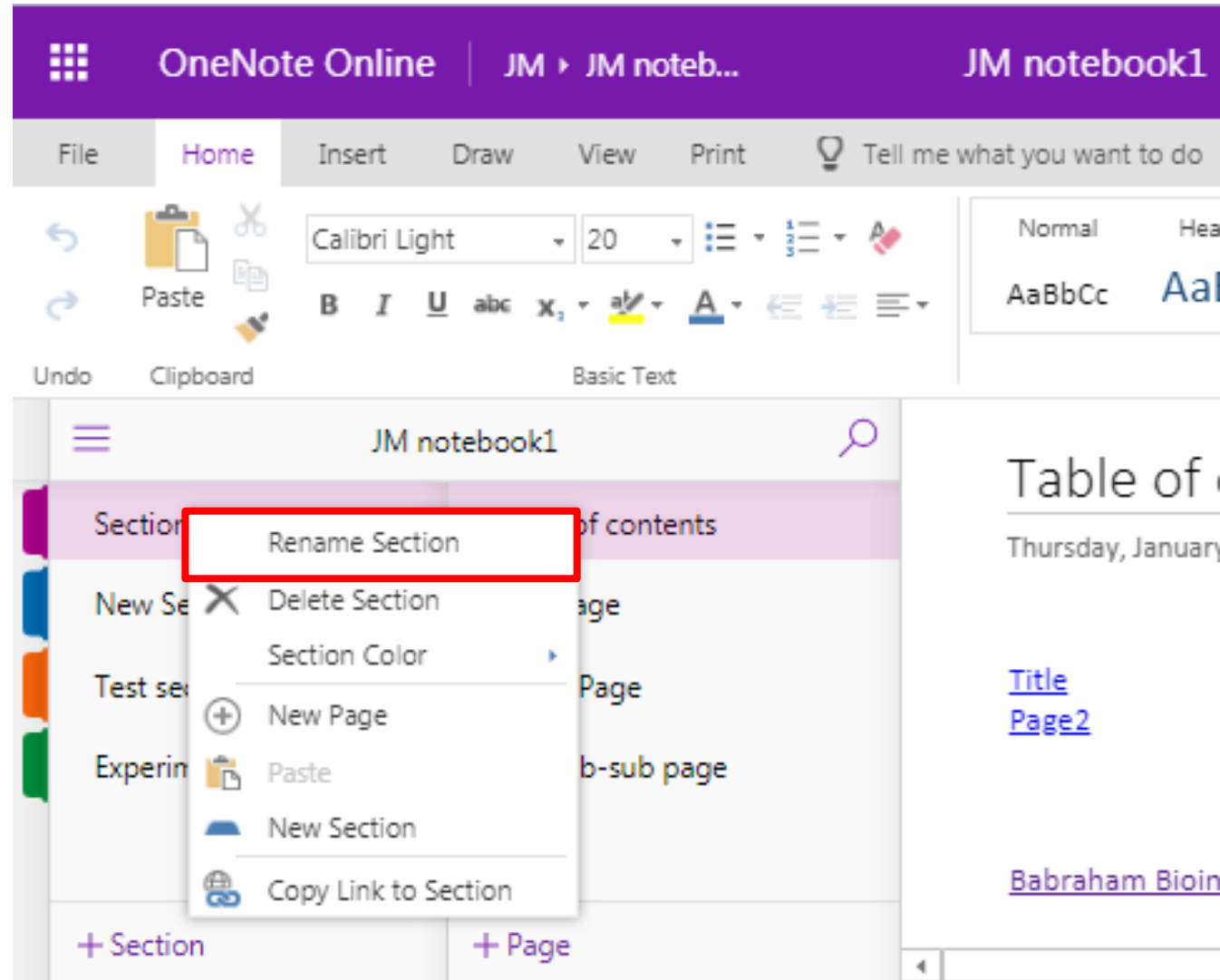
+ Section + Page

Add Sections



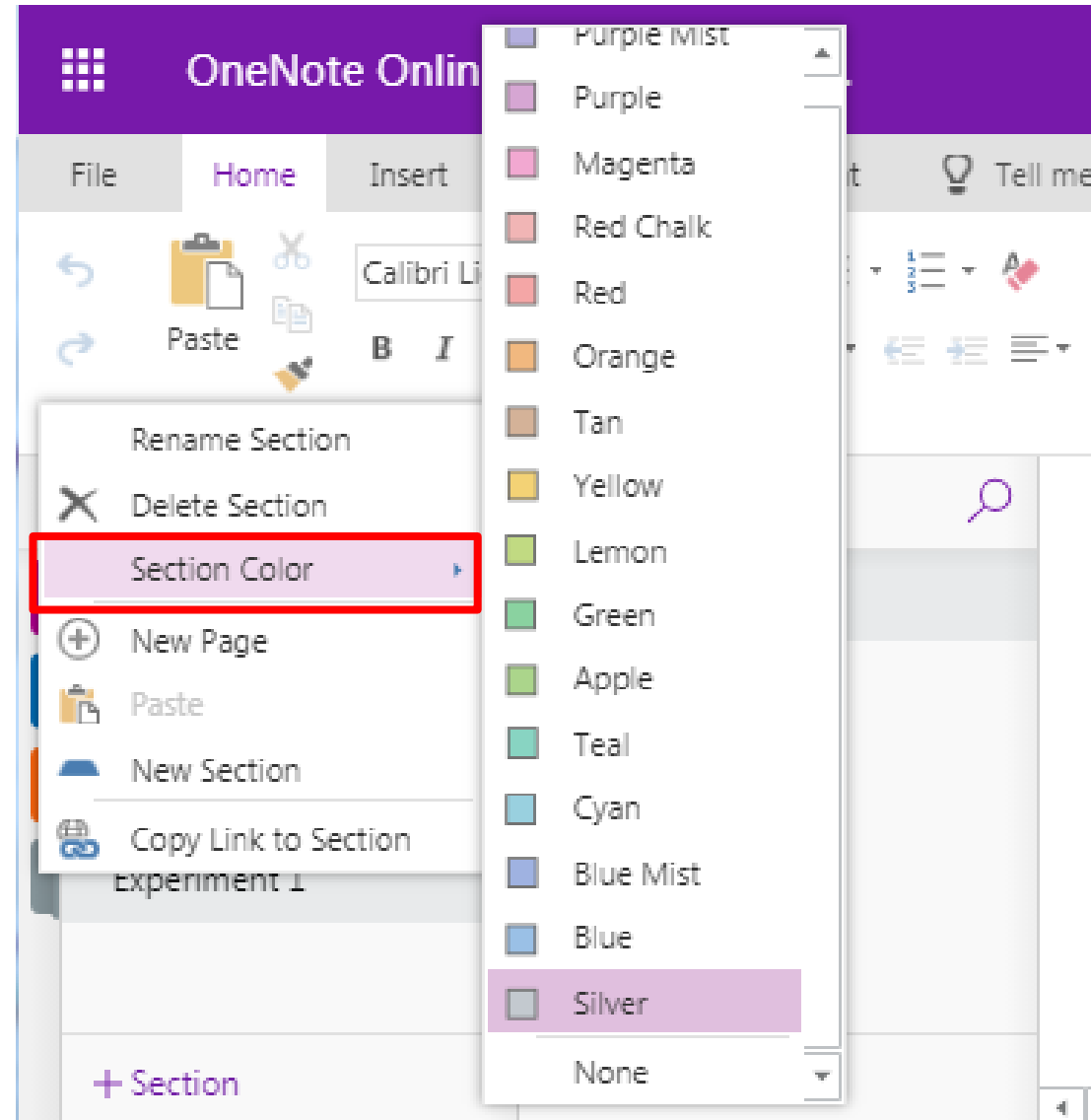
The screenshot displays the OneNote Online interface. The top navigation bar shows 'OneNote Online', 'JM > JM noteb...', and 'JM notebook1'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', and 'Tell me what you want to do'. The 'Home' ribbon is active, showing options for font (Calibri Light, size 20), bold, italic, underline, and text color. A 'Section Name' dialog box is open in the center, with the title 'Section Name' and a close button (X). The dialog contains the text 'Enter a section name:' followed by an empty text input field. At the bottom of the dialog are 'OK' and 'Cancel' buttons. In the background, the left sidebar shows a list of sections: 'Section 1', 'New Section 1', and 'Test section'. The main content area shows a page with the text 'Hello World!' and a table with columns 'bourbons', 'Jammie dodgers', and 'Rich tea'.

Add Sections

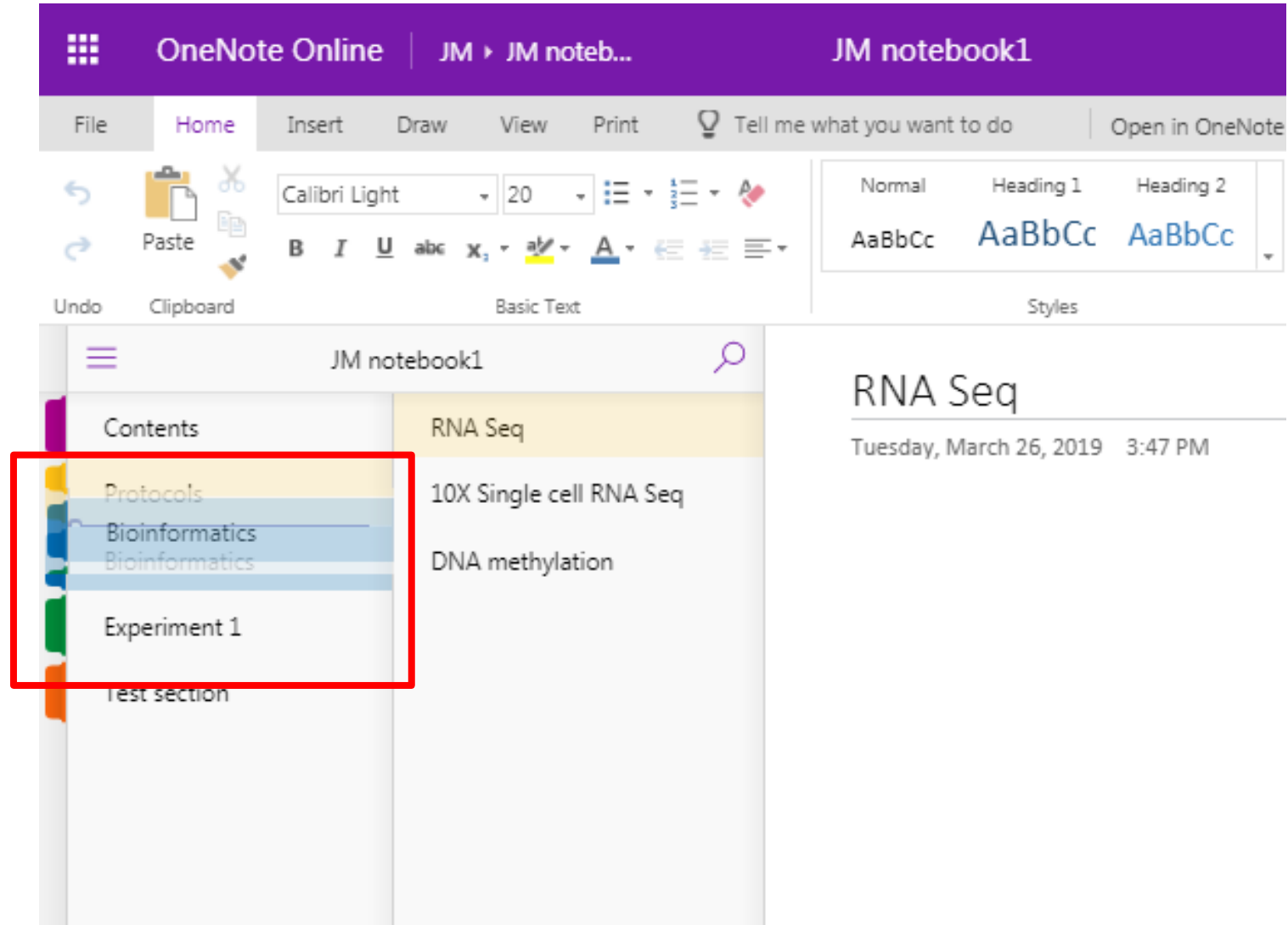


The screenshot displays the OneNote Online interface. At the top, the title bar shows 'OneNote Online' and 'JM notebook1'. Below this is a ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', and 'Print'. The 'Home' tab is active, showing various text formatting options like font face (Calibri Light), size (20), bold, italic, underline, and text color. A context menu is open over the 'Section' header in the left-hand pane. The menu items are: 'Rename Section' (highlighted with a red box), 'Delete Section', 'Section Color', 'New Page', 'Paste', 'New Section', and 'Copy Link to Section'. The main content area shows a 'Table of Contents' with entries for 'Title' and 'Page2'. The bottom of the interface has '+ Section' and '+ Page' buttons.

Add Sections

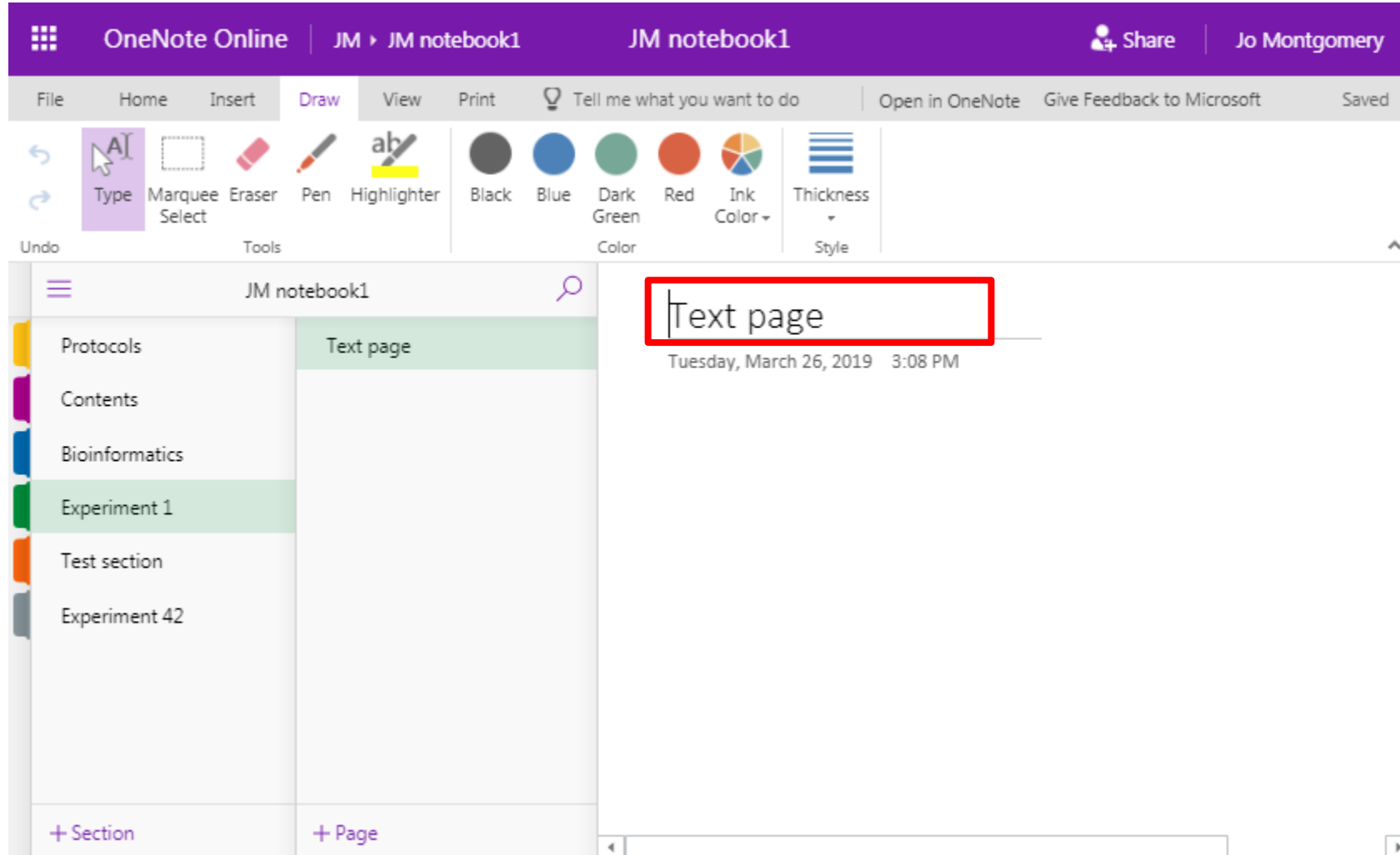


Add Sections



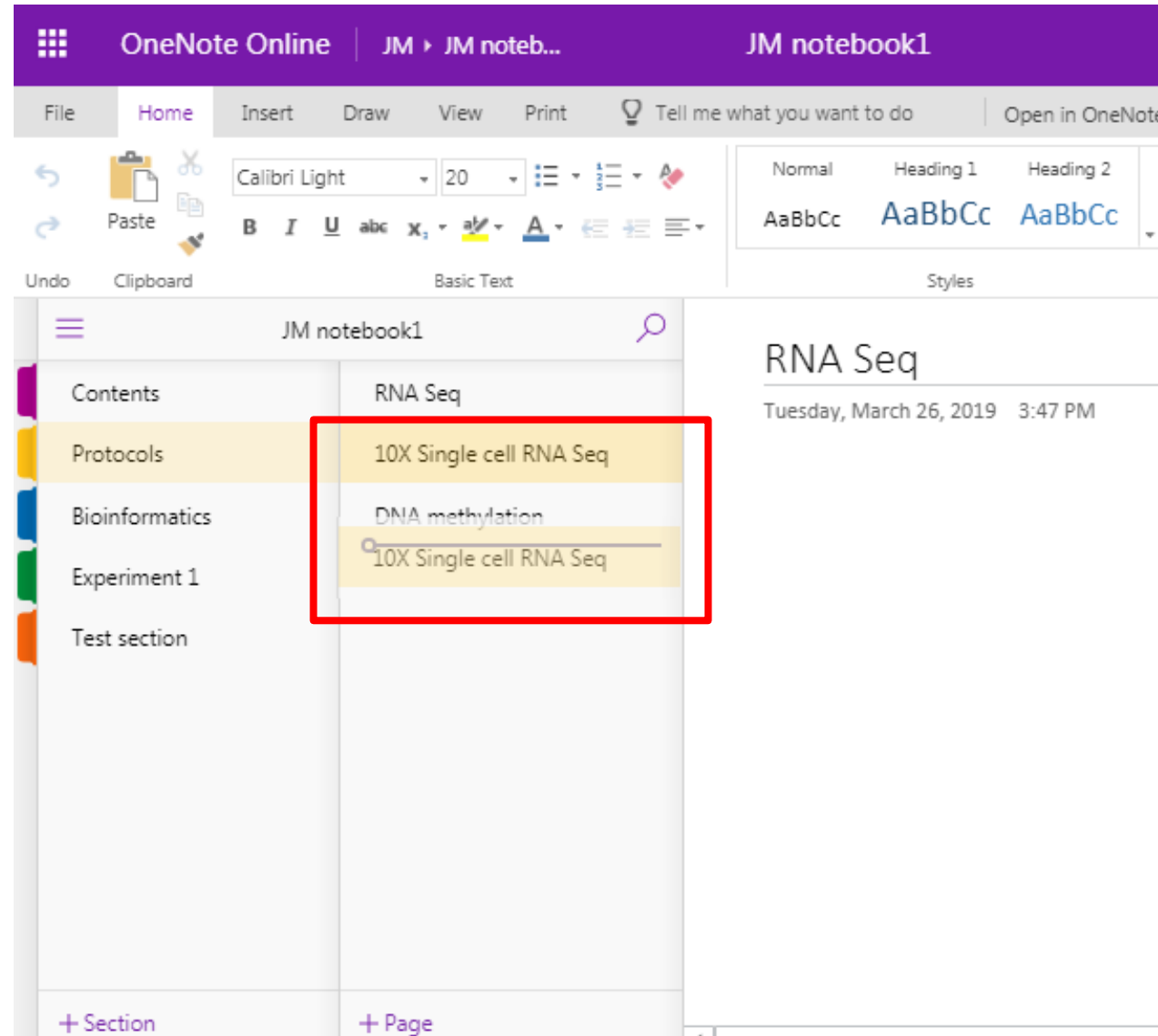
The screenshot shows the OneNote Online interface for a notebook named 'JM notebook1'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'View', and 'Print'. The 'Home' ribbon is active, showing options for font (Calibri Light, size 20), bold, italic, underline, and text color. The 'Styles' section shows 'Normal', 'Heading 1', and 'Heading 2' options. The left sidebar shows the notebook's structure with sections: 'Contents', 'RNA Seq', '10X Single cell RNA Seq', 'DNA methylation', 'Experiment 1', and 'Test section'. A red box highlights the 'Bioinformatics' sections under 'Experiment 1'. The main content area shows a page titled 'RNA Seq' with a timestamp of 'Tuesday, March 26, 2019 3:47 PM'.

Pages



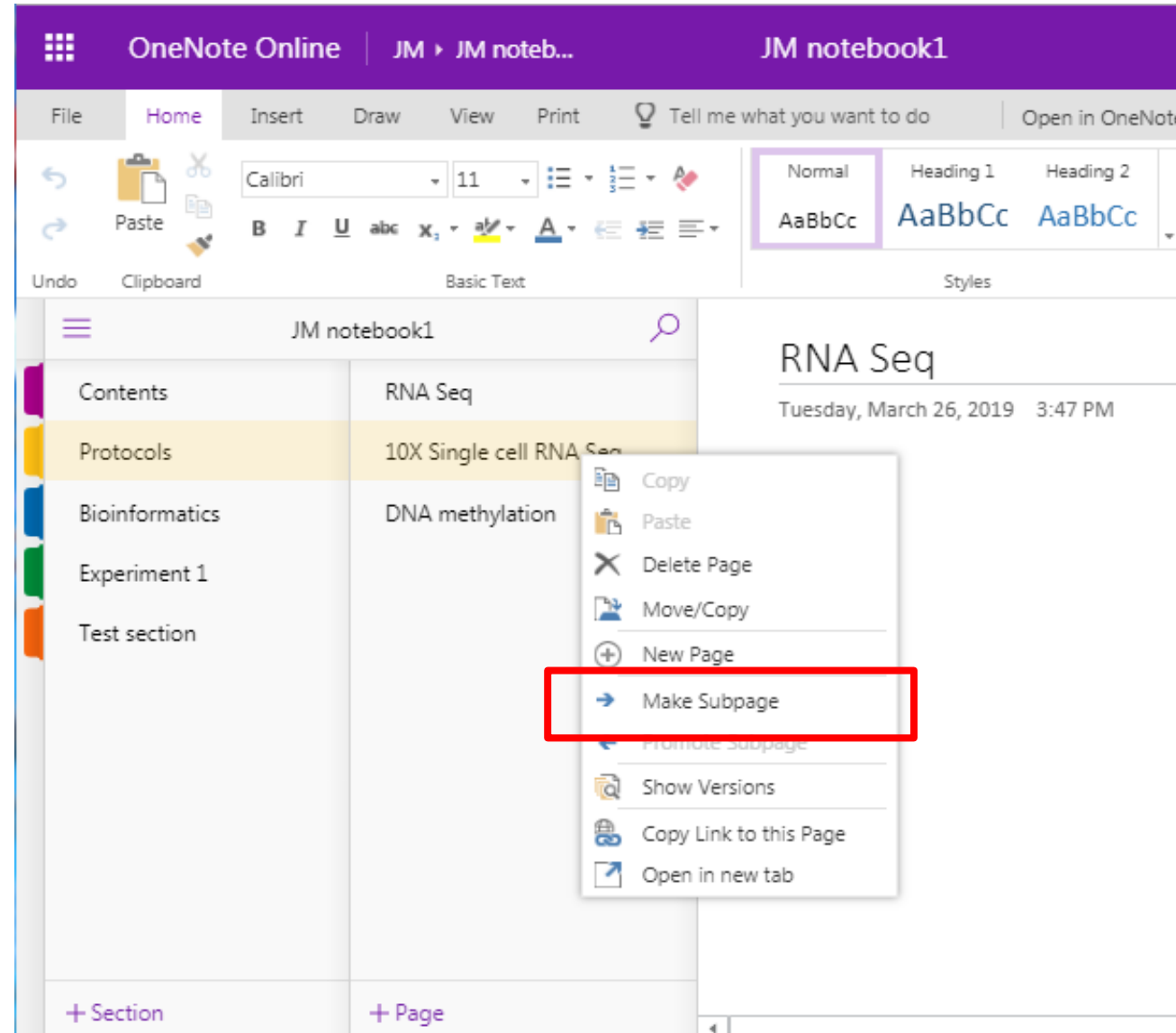
The screenshot displays the OneNote Online interface. At the top, the navigation bar shows 'OneNote Online', 'JM > JM notebook1', and 'JM notebook1'. The right side of the navigation bar includes 'Share' and 'Jo Montgomery'. Below the navigation bar is the ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', and 'Print'. The 'Draw' tab is active, showing tools like 'Type', 'Marquee Select', 'Eraser', 'Pen', and 'Highlighter', along with color and thickness options. The main content area shows a notebook structure on the left with sections like 'Protocols', 'Contents', 'Bioinformatics', 'Experiment 1', 'Test section', and 'Experiment 42'. The 'Text page' is selected and highlighted with a red box. The page content includes the text 'Text page' and the timestamp 'Tuesday, March 26, 2019 3:08 PM'.

Pages



The screenshot shows the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM > JM noteb...', and 'JM notebook1'. The ribbon is set to 'Home' and shows options for 'File', 'Insert', 'Draw', 'View', 'Print', and 'Tell me what you want to do'. The ribbon includes a 'Clipboard' group with 'Undo' and 'Paste' buttons, a 'Basic Text' group with font settings (Calibri Light, size 20), and a 'Styles' group with 'Normal', 'Heading 1', and 'Heading 2' options. The left sidebar shows a table of contents for 'JM notebook1' with sections: Contents, Protocols, Bioinformatics, Experiment 1, and Test section. The 'Protocols' section is expanded, showing a list of pages: 'RNA Seq', '10X Single cell RNA Seq', 'DNA methylation', and '10X Single cell RNA Seq'. The '10X Single cell RNA Seq' page is highlighted with a red box. The main content area shows the 'RNA Seq' page with the title 'RNA Seq' and the date 'Tuesday, March 26, 2019 3:47 PM'. At the bottom of the sidebar, there are '+ Section' and '+ Page' buttons.

Add sub pages

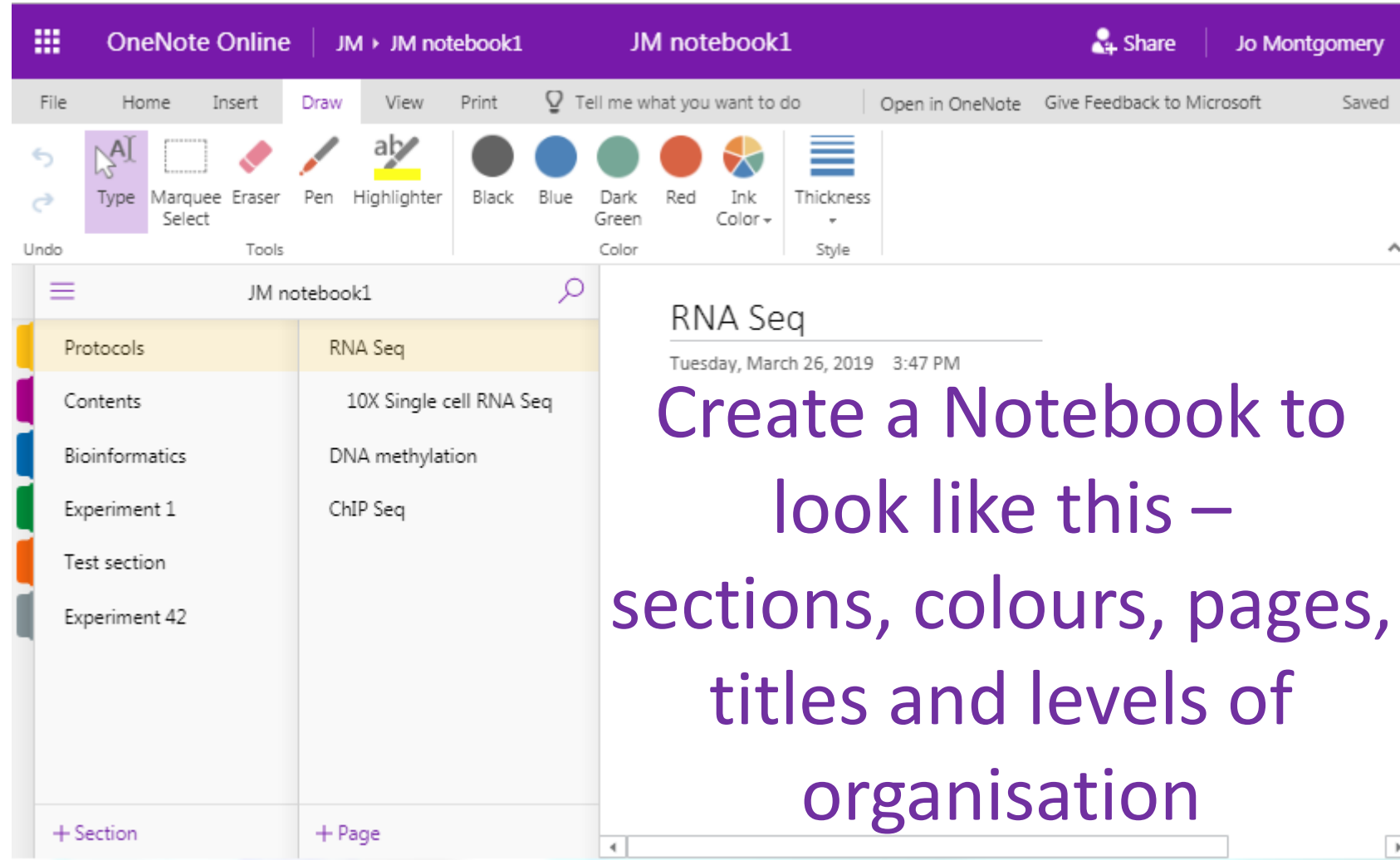


The screenshot displays the OneNote Online interface for a notebook named 'JM notebook1'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', and a search bar. The 'Home' ribbon is active, showing font settings (Calibri, size 11) and a styles gallery with 'Normal', 'Heading 1', and 'Heading 2' options. The left sidebar shows a table of contents for 'JM notebook1' with sections: Contents, Protocols, Bioinformatics, Experiment 1, and Test section. The 'Protocols' section is selected, showing a list of pages: RNA Seq, 10X Single cell RNA Seq, and DNA methylation. A context menu is open over the '10X Single cell RNA Seq' page, with the 'Make Subpage' option highlighted by a red rectangle. Other menu items include Copy, Paste, Delete Page, Move/Copy, New Page, Promote Subpage, Show Versions, Copy Link to this Page, and Open in new tab. The main content area shows the 'RNA Seq' page with a date and time stamp: 'Tuesday, March 26, 2019 3:47 PM'.

Exercise 2

Opening a new OneNote (Online)
notebook and setting it up

Exercise 2



The screenshot shows the OneNote Online interface. At the top, there's a purple header bar with 'OneNote Online', 'JM > JM notebook1', 'JM notebook1', 'Share', and 'Jo Montgomery'. Below this is a ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', and 'Print'. The 'Draw' tab is active, showing tools like 'Type', 'Marquee Select', 'Eraser', 'Pen', and 'Highlighter', along with color and thickness options. On the left, a sidebar shows a table of contents for 'JM notebook1' with sections like 'Protocols', 'Contents', 'Bioinformatics', 'Experiment 1', 'Test section', and 'Experiment 42'. The main area shows a page titled 'RNA Seq' with a timestamp 'Tuesday, March 26, 2019 3:47 PM' and the text 'Create a Notebook to look like this – sections, colours, pages, titles and levels of organisation'.

Protocols	RNA Seq
Contents	10X Single cell RNA Seq
Bioinformatics	DNA methylation
Experiment 1	ChIP Seq
Test section	
Experiment 42	

RNA Seq
Tuesday, March 26, 2019 3:47 PM
Create a Notebook to look like this – sections, colours, pages, titles and levels of organisation

What can you do in OneNote?



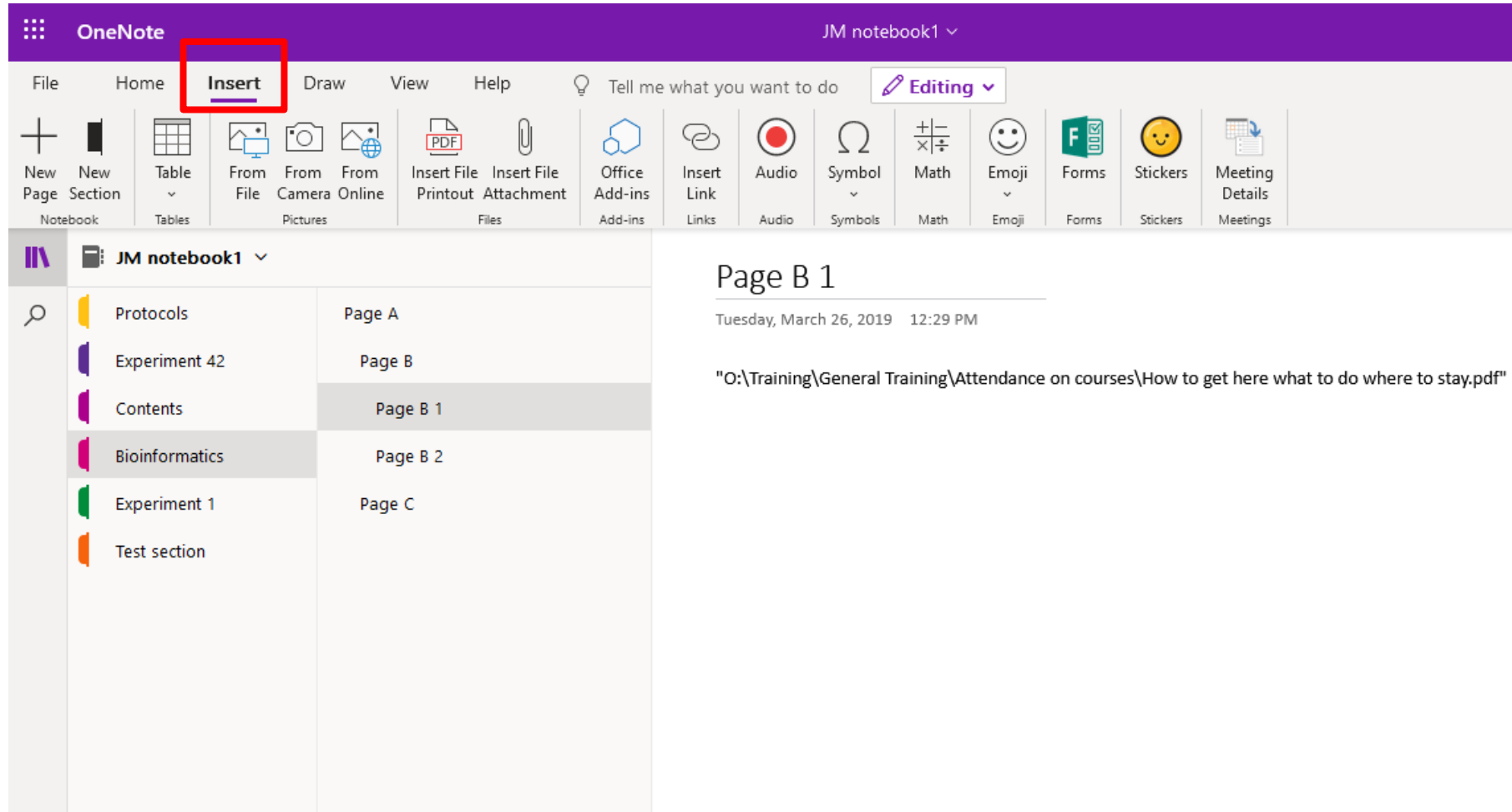
What can you do in OneNote?

- Add text
- Make tables
- Insert images
- Insert/attach files
- Add links

Stuff you don't need

- Audio
- Translation tool
- Stickers
- Emojis 😊
- ...things you don't need
in a laboratory
notebook

How to add things



OneNote JM notebook1

File Home **Insert** Draw View Help Tell me what you want to do Editing

New Page Notebook New Section Tables Table From File Pictures From Camera From Online Insert File Printout Files Insert File Attachment Office Add-ins Insert Link Links Audio Audio Symbol Symbols Math Math Emoji Emoji Forms Forms Stickers Stickers Meeting Details Meetings

JM notebook1

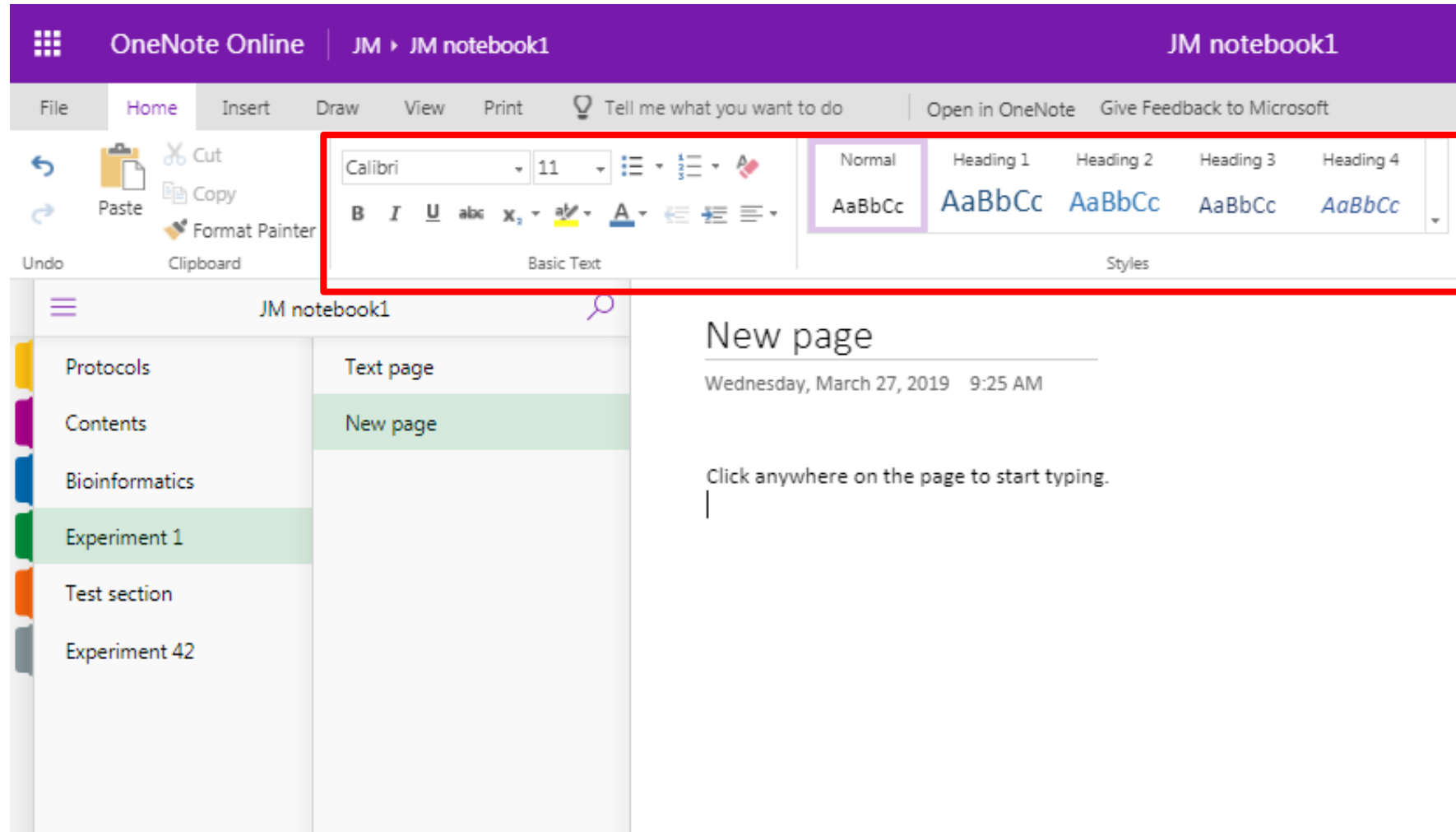
- Protocols Page A
- Experiment 42 Page B
- Contents Page B 1
- Bioinformatics Page B 2
- Experiment 1 Page C
- Test section

Page B 1

Tuesday, March 26, 2019 12:29 PM

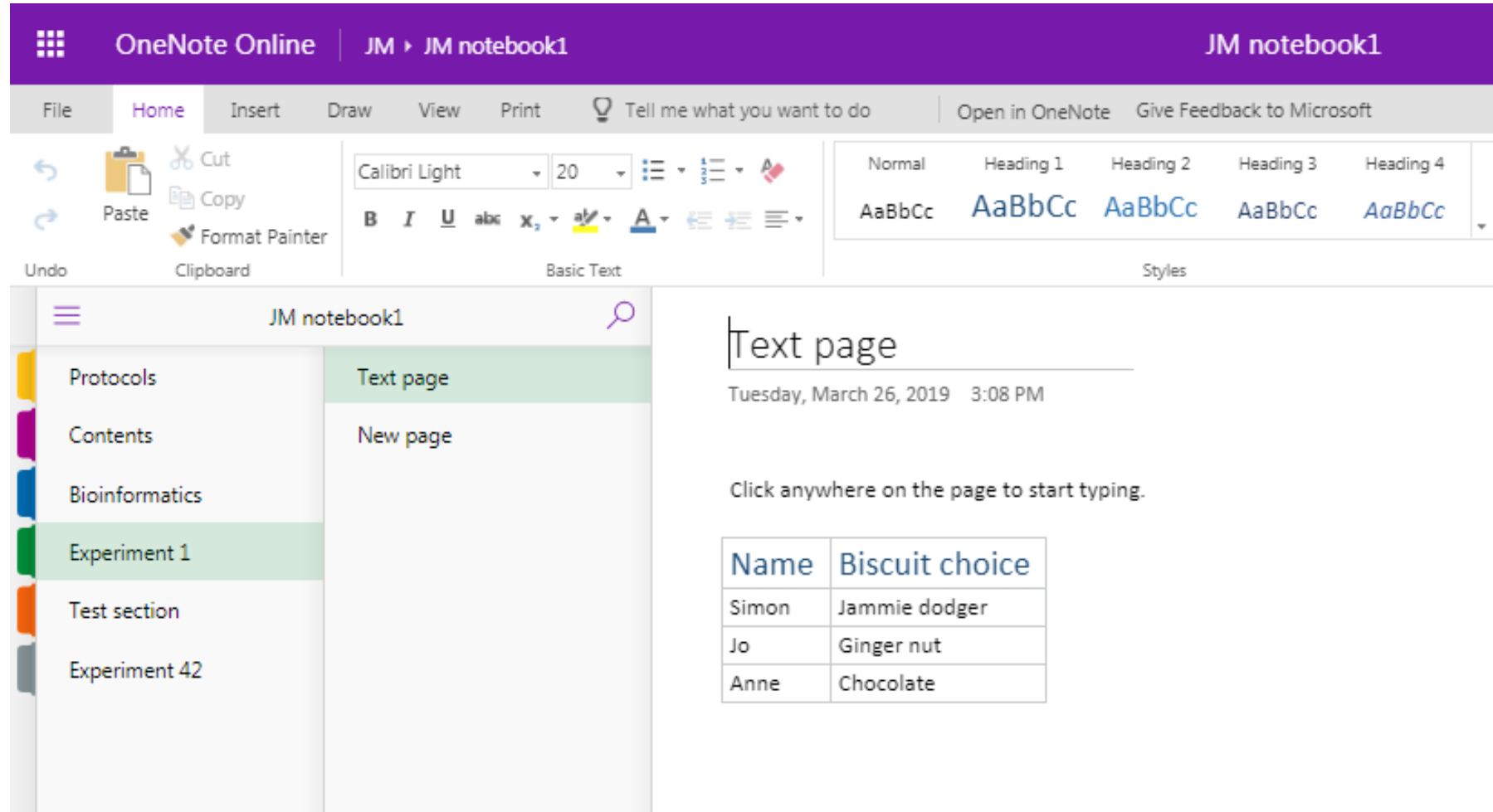
"O:\Training\General Training\Attendance on courses\How to get here what to do where to stay.pdf"

Text



The screenshot displays the OneNote Online interface. At the top, the title bar shows "OneNote Online" and "JM notebook1". Below the title bar is a ribbon with tabs for "File", "Home", "Insert", "Draw", "View", and "Print". The "Home" tab is active, showing various text formatting options. A red box highlights the "Basic Text" and "Styles" sections of the ribbon. The "Basic Text" section includes options for font face (Calibri), font size (11), bold (B), italic (I), underline (U), text color (A), and background color. The "Styles" section includes options for Normal, Heading 1, Heading 2, Heading 3, and Heading 4. Below the ribbon, the left sidebar shows a navigation pane with a tree view of the notebook structure. The main content area shows a "New page" with the date and time "Wednesday, March 27, 2019 9:25 AM" and a prompt to "Click anywhere on the page to start typing." with a cursor.

Tables



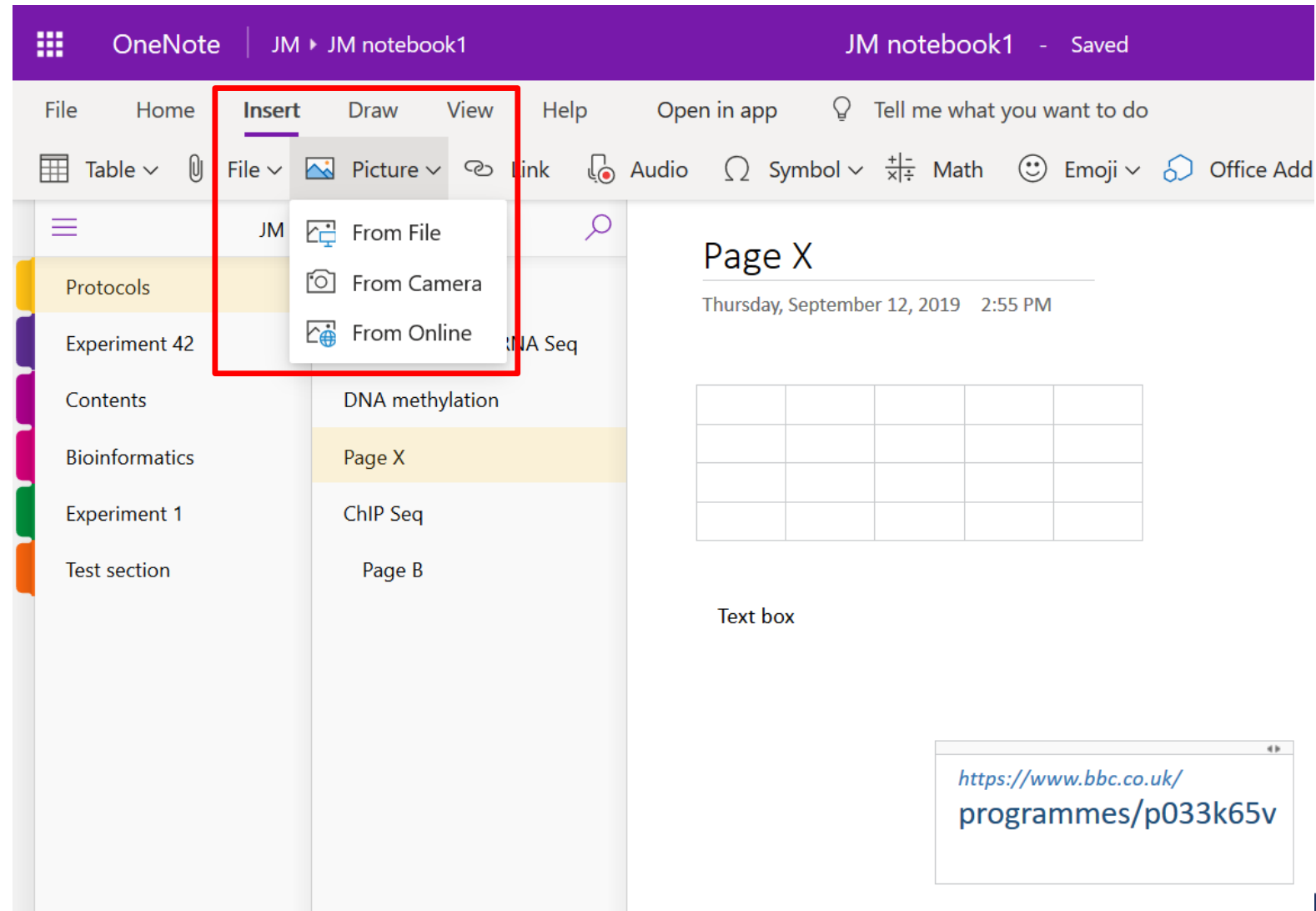
The screenshot shows the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM ► JM notebook1', and 'JM notebook1'. The ribbon is set to 'Home' and shows options for 'File', 'Insert', 'Draw', 'View', and 'Print'. The 'Basic Text' group includes 'Undo', 'Paste', 'Cut', 'Copy', 'Format Painter', 'Calibri Light', '20', and various text formatting icons. The 'Styles' group shows 'Normal', 'Heading 1', 'Heading 2', 'Heading 3', and 'Heading 4'. The left sidebar shows a tree view with 'JM notebook1' containing 'Text page', 'New page', 'Protocols', 'Contents', 'Bioinformatics', 'Experiment 1', 'Test section', and 'Experiment 42'. The main content area shows a text page titled 'Text page' with a timestamp 'Tuesday, March 26, 2019 3:08 PM' and the instruction 'Click anywhere on the page to start typing.' Below this is a table with two columns: 'Name' and 'Biscuit choice'.

Name	Biscuit choice
Simon	Jammie dodger
Jo	Ginger nut
Anne	Chocolate

Images

- File
- Web search
- Clipboard
 - copy & paste
 - screen grab/clip

Images



The screenshot shows the OneNote application interface. The top ribbon is purple and contains the following tabs: File, Home, **Insert**, Draw, View, Help, Open in app, Tell me what you want to do. The **Insert** tab is active, and its sub-menu is open, showing the following options: File, Picture, Link, Audio, Symbol, Math, Emoji, Office Add. The **Picture** sub-menu is also open, showing the following options: From File, From Camera, From Online. A red box highlights the **Insert** tab, the **Picture** sub-menu, and the **From File** option. The main content area shows a page titled "Page X" with a date and time stamp: "Thursday, September 12, 2019 2:55 PM". Below the date is a table with 5 columns and 4 rows. Below the table is a text box containing the URL: <https://www.bbc.co.uk/programmes/p033k65v>.

Images



 + Shift + S



 + Shift + 4

Exercise 3

Adding text, tables, formatting and
images

Exercise 3

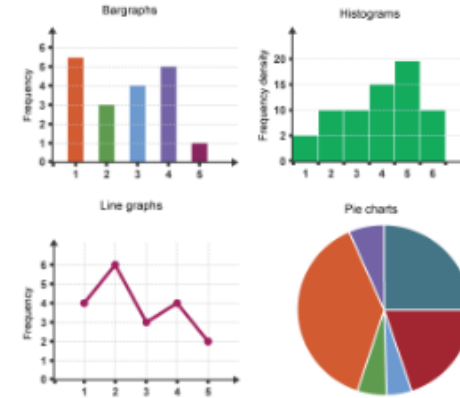
Page B

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 iaculis.



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.

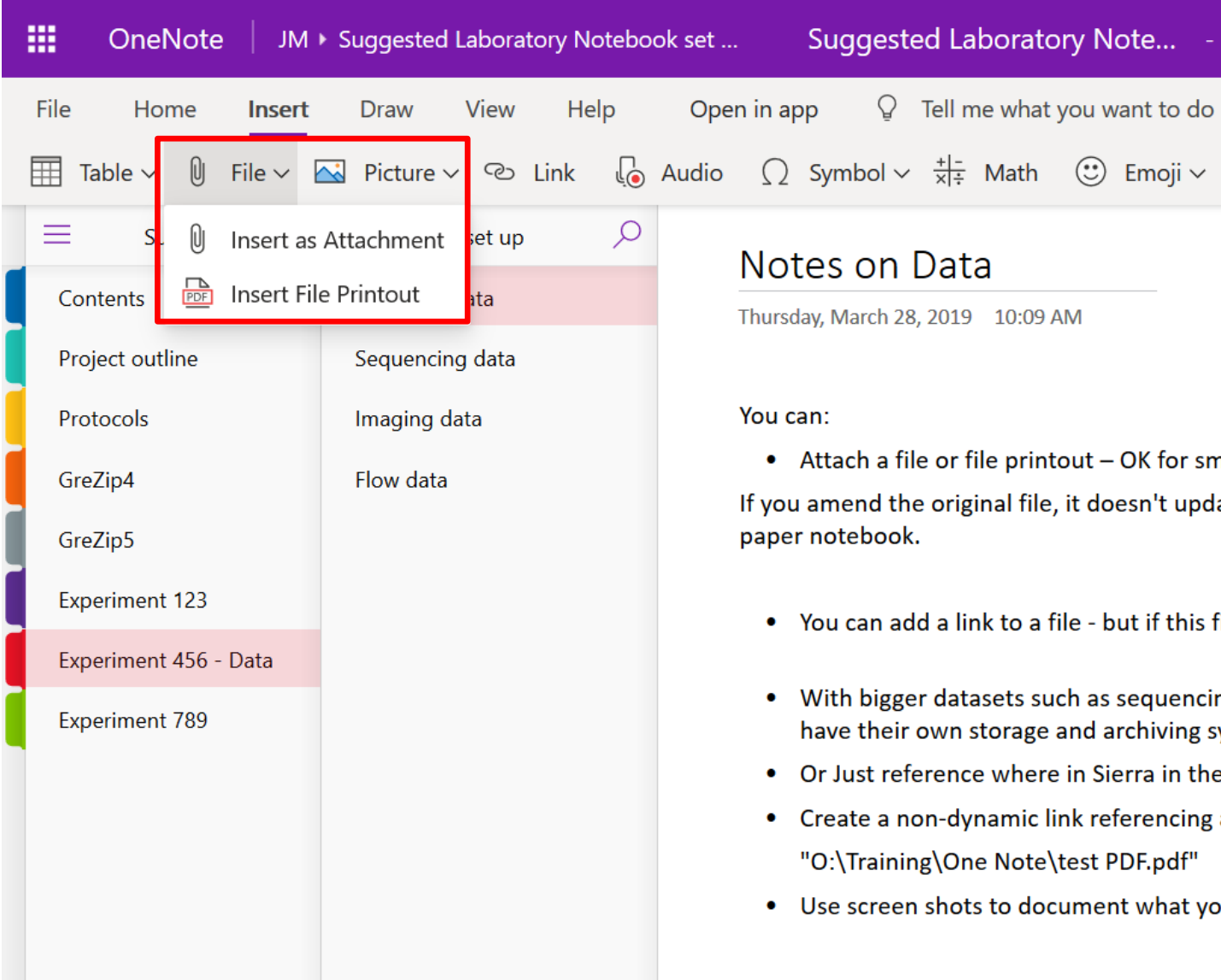
To make coffee:

See separate protocol [here](#) as there are many sources of coffee and machines with which to provide it in Bioinformatics.

Add files and links

- File
 - Attachment
 - File printout
- Link
 - Point elsewhere

Insert a File



The screenshot shows the OneNote interface with the 'Insert' tab selected. The 'File' dropdown menu is open, highlighting the 'Insert as Attachment' and 'Insert File Printout' options. The background shows a notebook page titled 'Notes on Data' with a table of contents and a list of experiments.

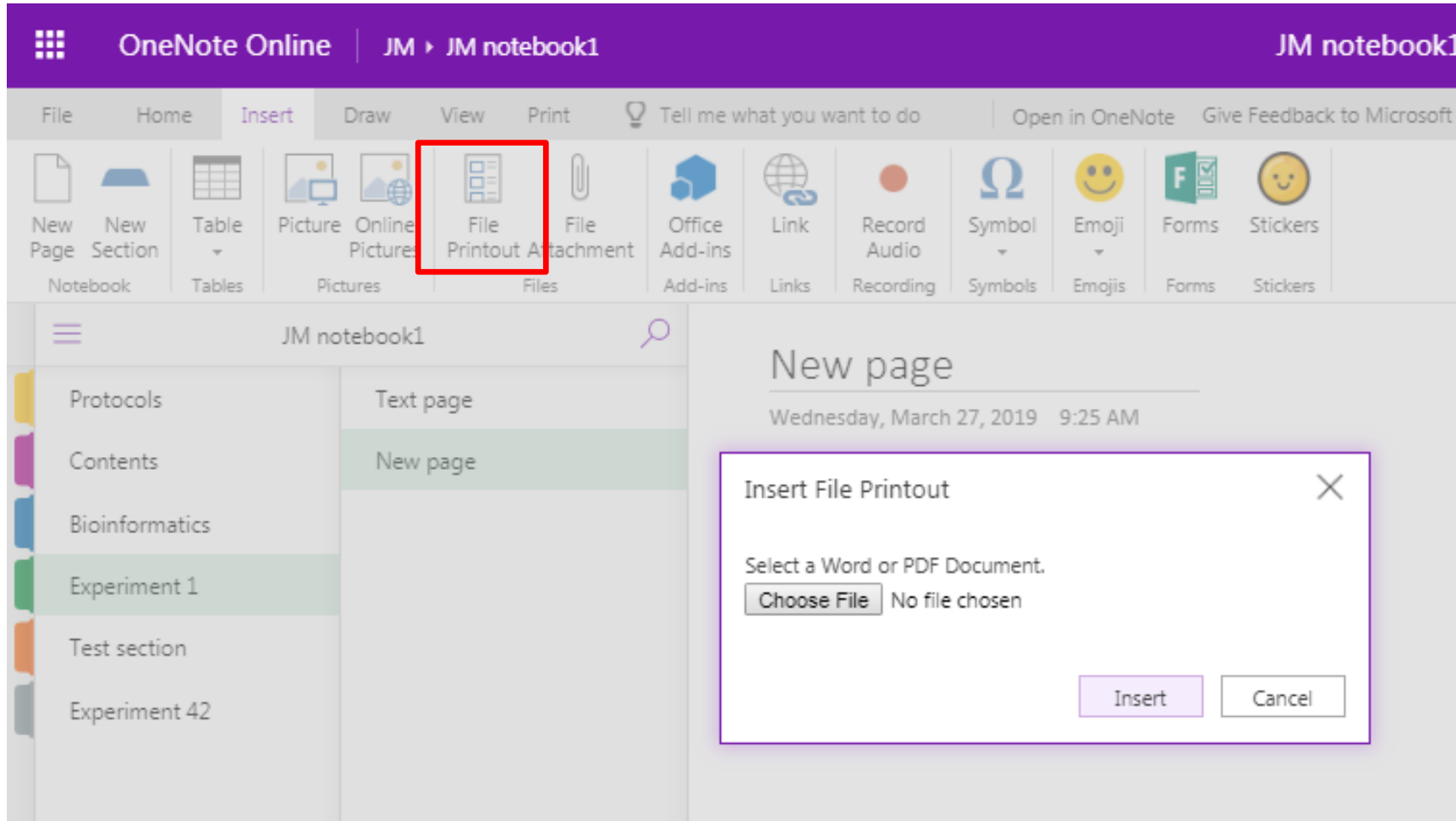
Contents	Notes on Data
Project outline	Sequencing data
Protocols	Imaging data
GreZip4	Flow data
GreZip5	
Experiment 123	
Experiment 456 - Data	
Experiment 789	

Notes on Data
Thursday, March 28, 2019 10:09 AM

You can:

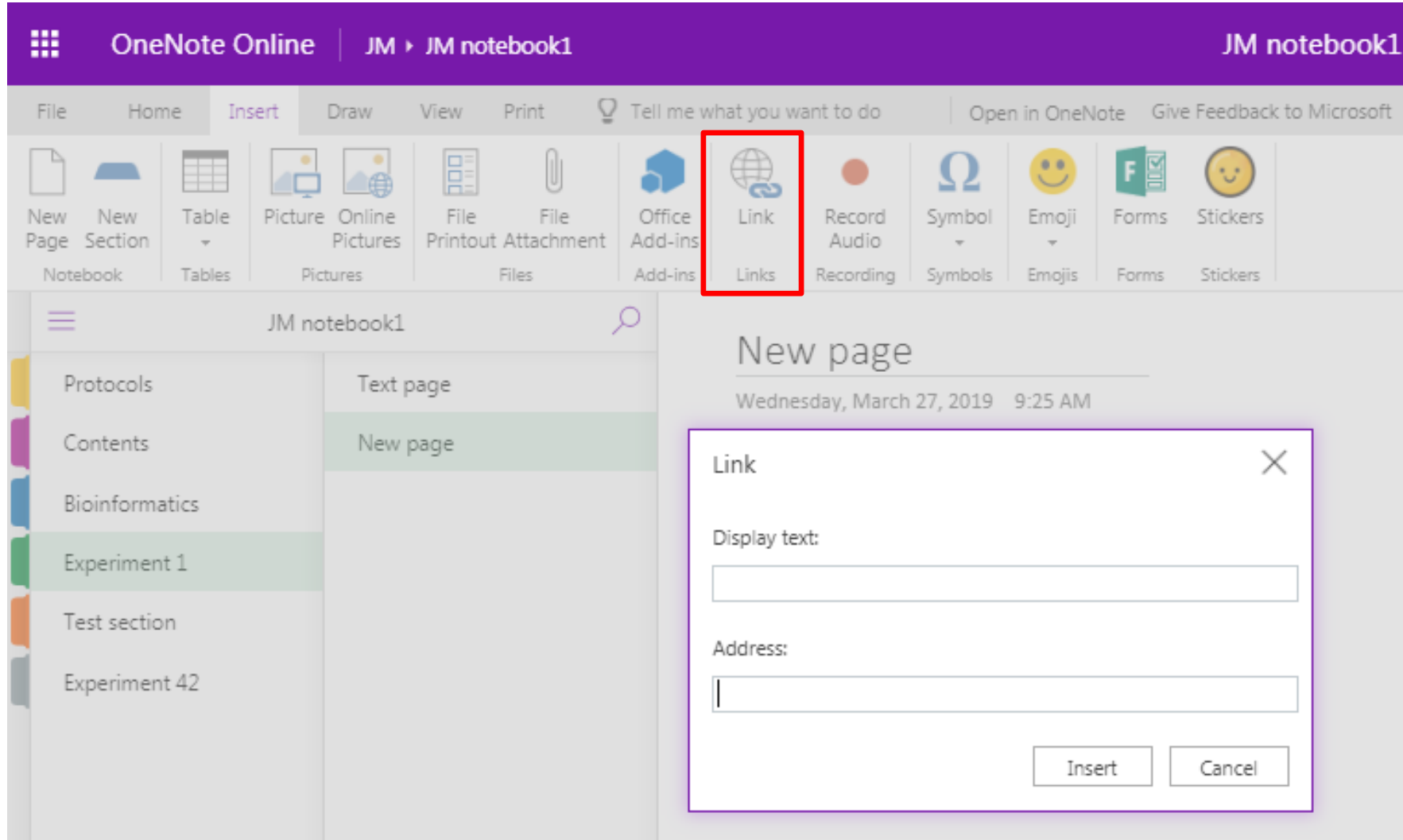
- Attach a file or file printout – OK for small files. If you amend the original file, it doesn't update in the paper notebook.
- You can add a link to a file - but if this file is moved or deleted, the link is broken.
- With bigger datasets such as sequencing data, you can use cloud storage services like OneDrive or Box. They have their own storage and archiving systems.
- Or Just reference where in Sierra in the notebook.
- Create a non-dynamic link referencing a file path: "O:\Training\One Note\test PDF.pdf"
- Use screen shots to document what you see.

Insert a File



The screenshot displays the OneNote Online interface. The top navigation bar shows 'OneNote Online' and 'JM notebook1'. The ribbon is set to 'Insert', and the 'File Printout Attachment' icon is highlighted with a red box. Below the ribbon, the left sidebar shows a list of sections: Protocols, Contents, Bioinformatics, Experiment 1 (selected), Test section, and Experiment 42. The main content area shows a 'New page' with the date and time 'Wednesday, March 27, 2019 9:25 AM'. A dialog box titled 'Insert File Printout' is open, prompting the user to 'Select a Word or PDF Document.' It features a 'Choose File' button, the text 'No file chosen', and 'Insert' and 'Cancel' buttons at the bottom.

Add links



The screenshot shows the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM > JM notebook1', and 'JM notebook1'. The ribbon is set to 'Insert', with options for File, Home, Insert, Draw, View, Print, and a search bar. The 'Link' button, represented by a globe icon, is highlighted with a red box. Below the ribbon, the 'JM notebook1' sidebar is visible, showing a list of pages: Protocols, Contents, Bioinformatics, Experiment 1 (selected), Test section, and Experiment 42. The main content area shows a 'New page' with the date and time 'Wednesday, March 27, 2019 9:25 AM'. A 'Link' dialog box is open, featuring a title bar with a close button, a 'Display text:' label and input field, an 'Address:' label and input field, and 'Insert' and 'Cancel' buttons at the bottom.

Add links

- Link to files stored elsewhere
 - Large datasets
 - Obligations regarding finding data

Add links

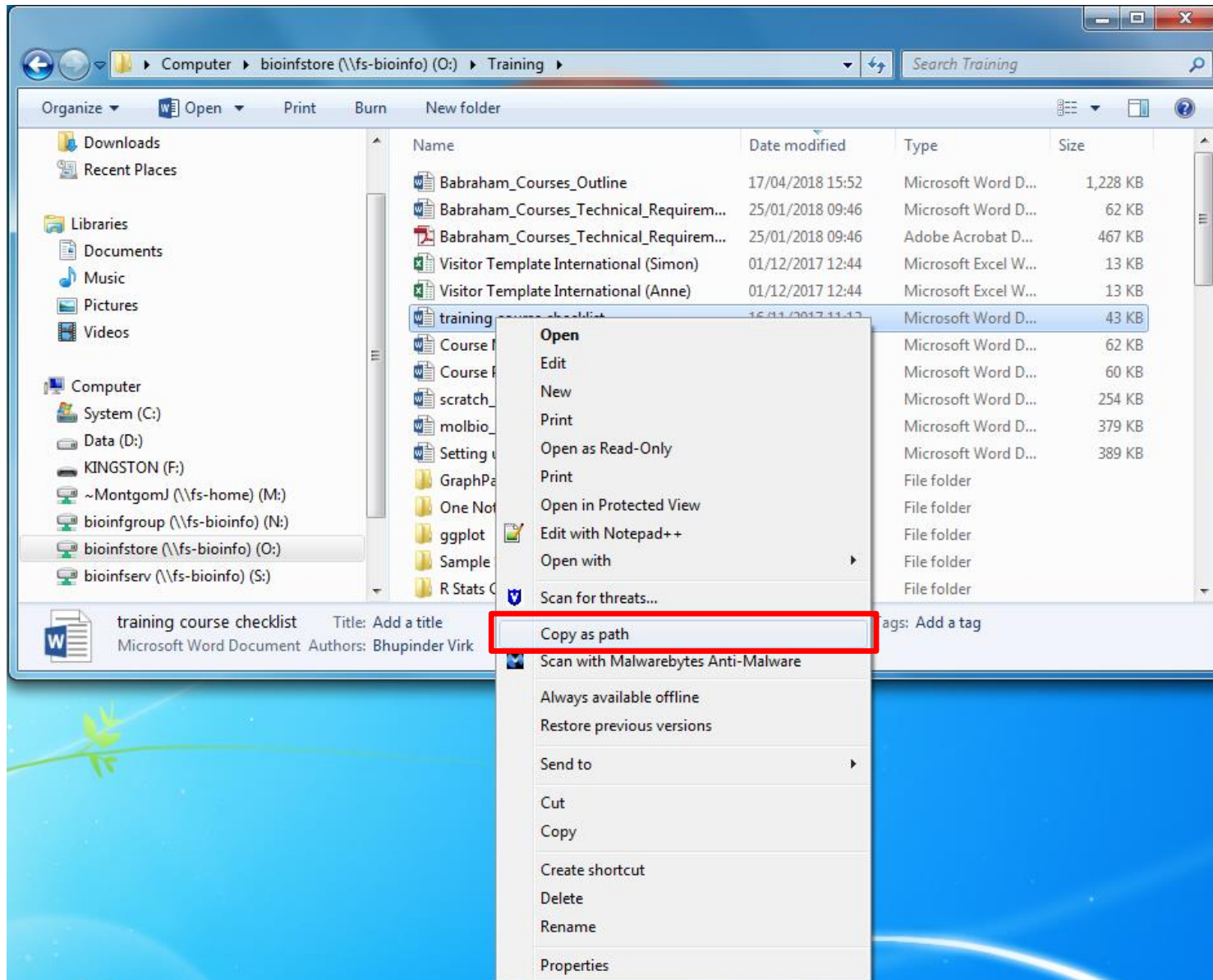
- Link to files stored elsewhere
 - Direct link doesn't work – tries to make the file path a URL
 - 2 options

Add links

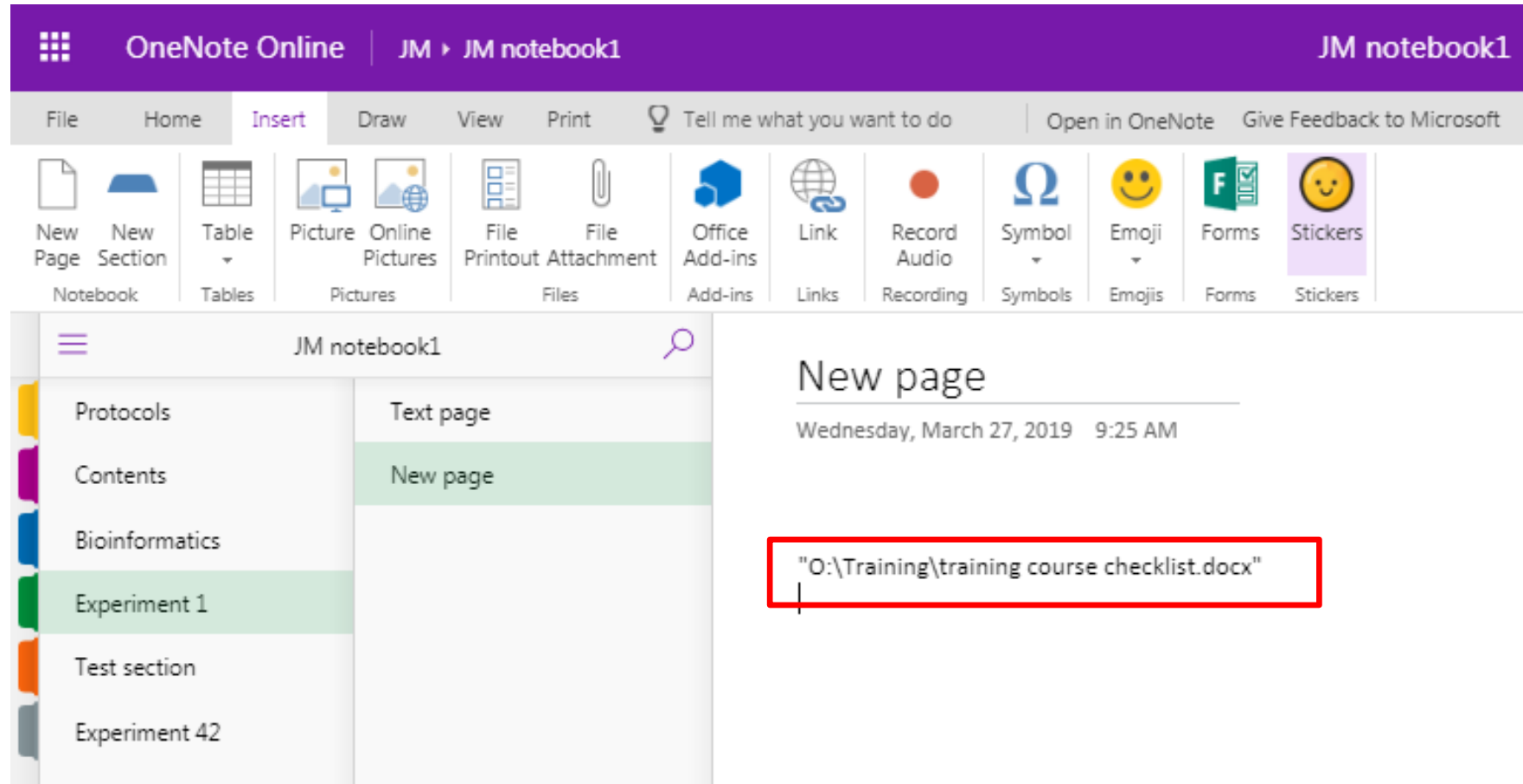
1. Give file location

- **Shift + Right Click** on file in finder > *copy as path*
- *(mac: control and click on file, then press option and select copy as pathname)*
- Paste text into OneNote as a record of where the file is stored
- Make sure the file location doesn't change

Add links



Add links



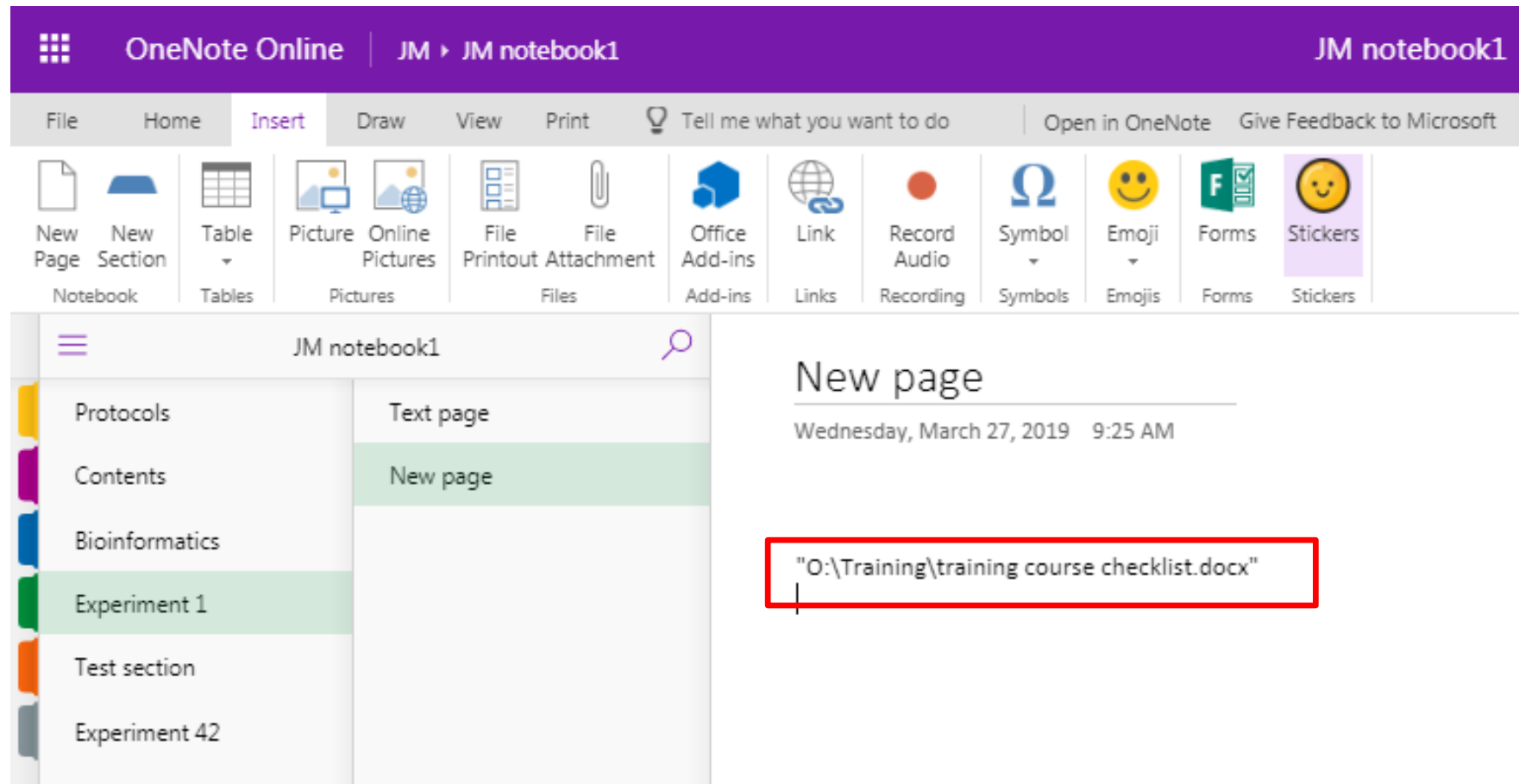
The screenshot shows the OneNote Online interface. The top navigation bar includes "OneNote Online", "JM > JM notebook1", and "JM notebook1". The ribbon is set to "Insert", with sub-ribbons for "File", "Home", "Draw", "View", "Print", and "Tell me what you want to do". The "Insert" ribbon contains various options: "New Page", "New Section", "Table", "Picture", "Online Pictures", "File Printout Attachment", "Office Add-ins", "Link", "Record Audio", "Symbol", "Emoji", "Forms", and "Stickers". The left sidebar shows a list of sections: "Protocols", "Contents", "Bioinformatics", "Experiment 1", "Test section", and "Experiment 42". The main content area shows a "New page" with the date and time "Wednesday, March 27, 2019 9:25 AM". A red box highlights the text "O:\Training\training course checklist.docx" in the text area, indicating a file path link.

Add links

2. Turn the path into a URL

- Remove 'http' and type 'file:/' at the start, remove all backslashes (\) and replace with forward slashes (/)
- Remove spaces and replace with %20
- Not a dynamic link
- Copy this link into browser and it should go to file location

Add links



The screenshot shows the OneNote Online interface. The top navigation bar includes "OneNote Online", "JM JM notebook1", and "JM notebook1". The ribbon is set to "Insert", with options for File, Home, Draw, View, Print, and "Tell me what you want to do". The ribbon contains icons for New Page, New Section, Table, Picture, Online Pictures, File Printout Attachment, Office Add-ins, Link, Record Audio, Symbol, Emoji, Forms, and Stickers. The left sidebar shows a list of sections: Protocols, Contents, Bioinformatics, Experiment 1 (selected), Test section, and Experiment 42. The main content area shows a "New page" with the date and time "Wednesday, March 27, 2019 9:25 AM". A red box highlights the text "O:\Training\training course checklist.docx" being typed into the page.

"O:\Training\One Note\OneNote ELN key facts.docx"

<file:///O:/Training/One%20Note/OneNote%20ELN%20key%20facts.docx>

Exercise 4

Adding files and links

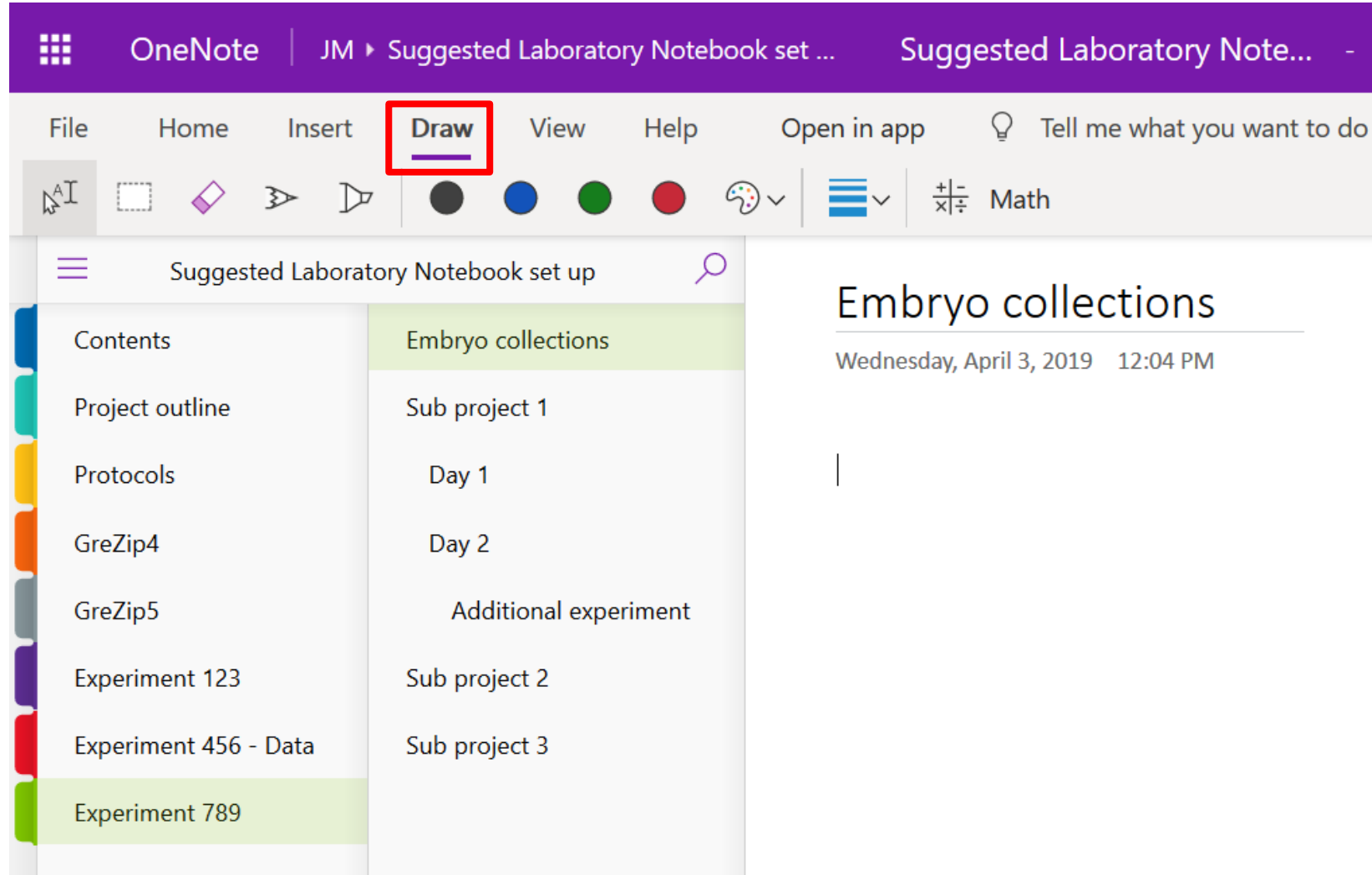
<http://www.bioinformatics.babraham.ac.uk/training.html#onenote>

OneNote Course Data files (zip)

Other useful stuff

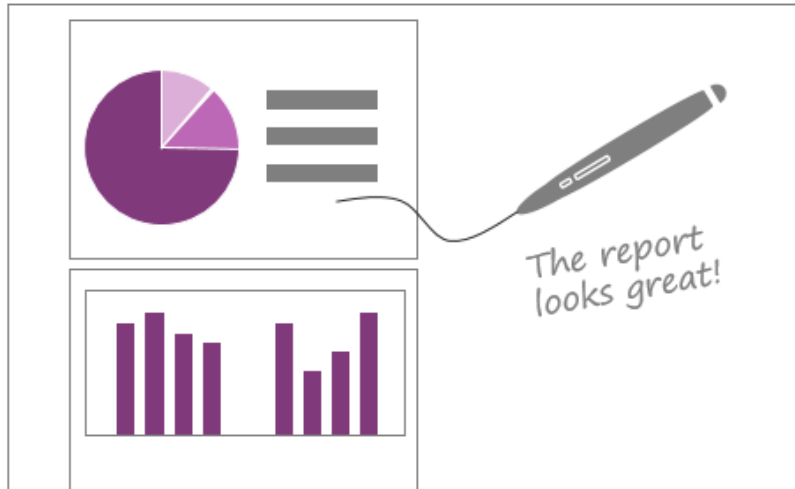
- Draw
- To Do list
- Quick note

Draw



The screenshot shows the OneNote application interface. The top ribbon is purple and contains the following tabs: File, Home, Insert, **Draw** (highlighted with a red box), View, and Help. To the right of the ribbon are the options "Open in app" and "Tell me what you want to do". Below the ribbon is a toolbar with various drawing tools: a selection tool, a rectangle tool, a diamond tool, an eraser tool, a highlighter tool, a pencil tool, a brush tool, a color palette, a fill color palette, and a math tool. The main content area is divided into two panes. The left pane shows a navigation pane with a search bar and a list of sections: Contents, Project outline, Protocols, GreZip4, GreZip5, Experiment 123, Experiment 456 - Data, and Experiment 789. The right pane shows a page titled "Embryo collections" with a date and time stamp: "Wednesday, April 3, 2019 12:04 PM". The page content is currently blank.

Write notes on slides

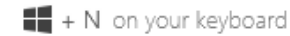


Write notes on slides

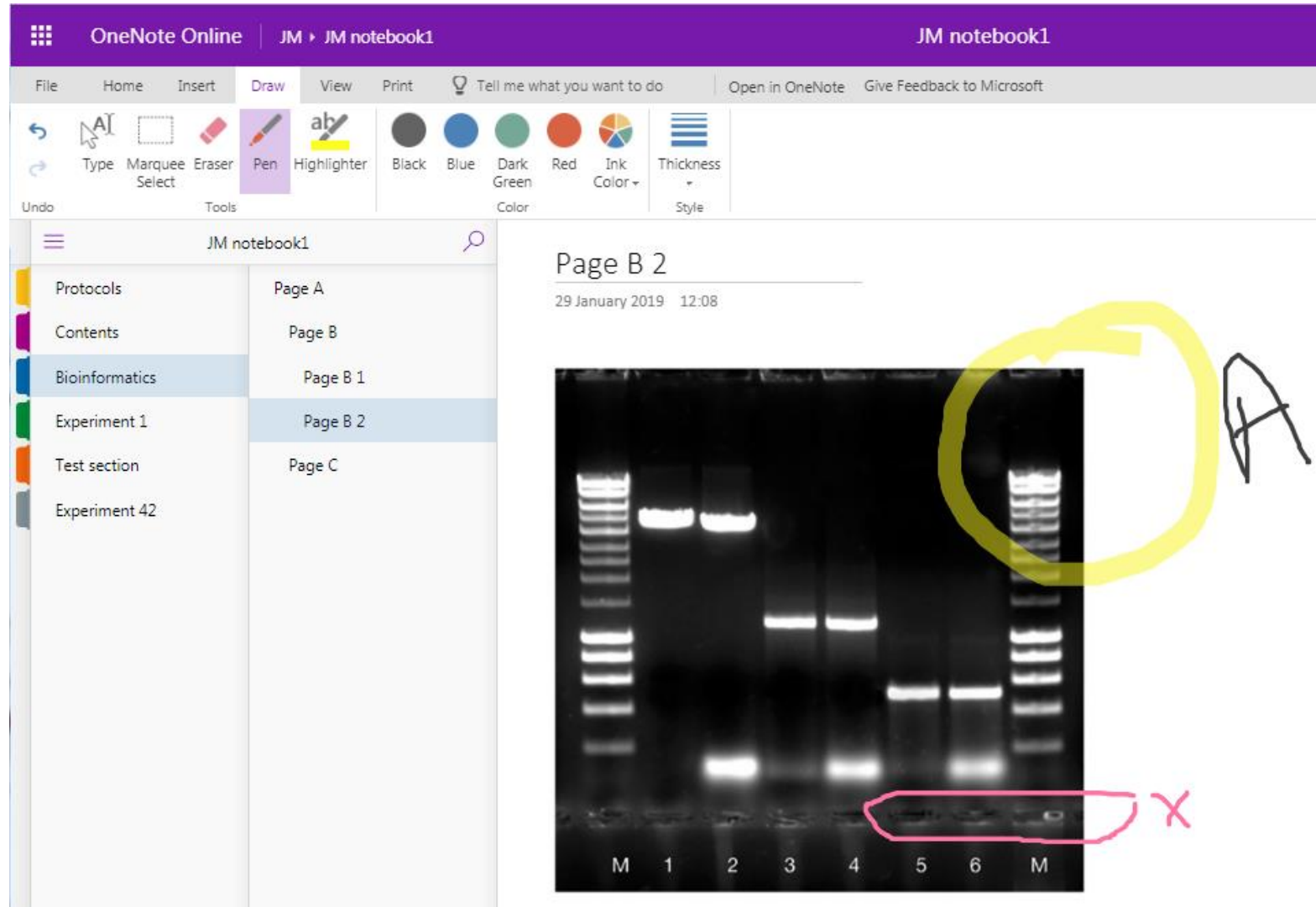
- ▶ Send PowerPoint or Word docs to OneNote
- ▶ Annotate with a stylus on your tablet
- ▶ Highlight and finger-paint



OR

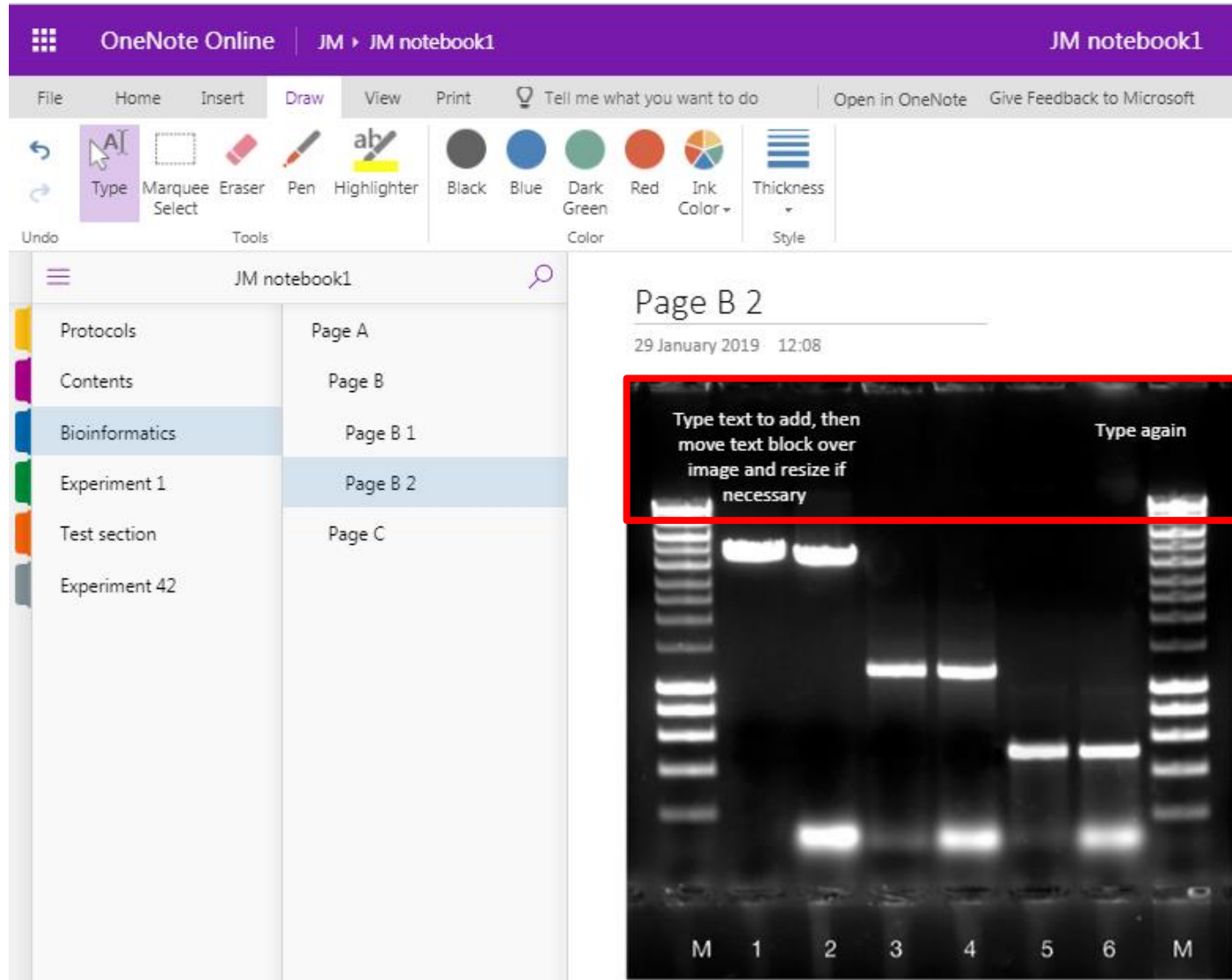


Annotate images



The screenshot displays the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM > JM notebook1', and 'JM notebook1'. The ribbon menu is set to 'Draw', showing tools like 'Pen', 'Highlighter', and 'Eraser'. The left sidebar shows a tree view of the notebook with 'Page B 2' selected. The main content area shows 'Page B 2' with a timestamp of '29 January 2019 12:08'. An image of a gel electrophoresis result is displayed, with handwritten annotations: a yellow circle around the top-right lane and a pink oval around the bottom-right lane, both with an 'X' next to them. A handwritten 'A' is also visible next to the yellow circle.

Annotate images



The screenshot displays the OneNote Online interface. The top navigation bar shows 'OneNote Online' and 'JM notebook1'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'View', and 'Print'. The 'Draw' ribbon is active, showing tools like 'Type', 'Marquee Select', 'Eraser', 'Pen', and 'Highlighter', along with color and thickness options. The left sidebar shows a table of contents for 'JM notebook1' with 'Page B 2' selected. The main content area shows 'Page B 2' with a date and time stamp. Below this is a gel electrophoresis image with lanes labeled 'M', '1', '2', '3', '4', '5', '6', and 'M'. A red box highlights text annotations: 'Type text to add, then move text block over image and resize if necessary' on the left and 'Type again' on the right.

Section	Page
Protocols	Page A
Contents	Page B
Bioinformatics	Page B 1
Experiment 1	Page B 2
Test section	Page C
Experiment 42	

Page B 2
29 January 2019 12:08

Type text to add, then move text block over image and resize if necessary

Type again

M 1 2 3 4 5 6 M

To Do list

The screenshot shows the OneNote application interface. At the top, the title bar reads "OneNote | JM ▶ JM notebook1" and "JM notebook1 - Saved". Below this is a ribbon with tabs for "File", "Home", "Insert", "Draw", "View", and "Help". The "Home" tab is active, showing a rich text editor with options for font face (Calibri), size (11), bold (B), italic (I), underline (U), text color (A), and background color (A). Below the ribbon is a navigation pane for "JM notebook1" with a search icon. The navigation pane lists several sections: "Protocols", "Experiment 42", "Contents", "Bioinformatics", "Experiment 1", and "Test section". The "Contents" section is expanded, showing a list of pages: "RNA Seq", "10X Single cell RNA Seq", "DNA methylation", "Page X", "Add files", "ChIP Seq", and "Page B". The "Add files" page is currently selected. The main content area is a blank page with a small window icon in the top right corner.

- Remove Tag
- To Do
- ★ Important
- ? Question
- A** Remember For Later
- A** Definition
- Highlight
- Contact
- Address
- Phone Number
- Website To Visit
- Idea
- Password
- Critical
- Project A
- Project B

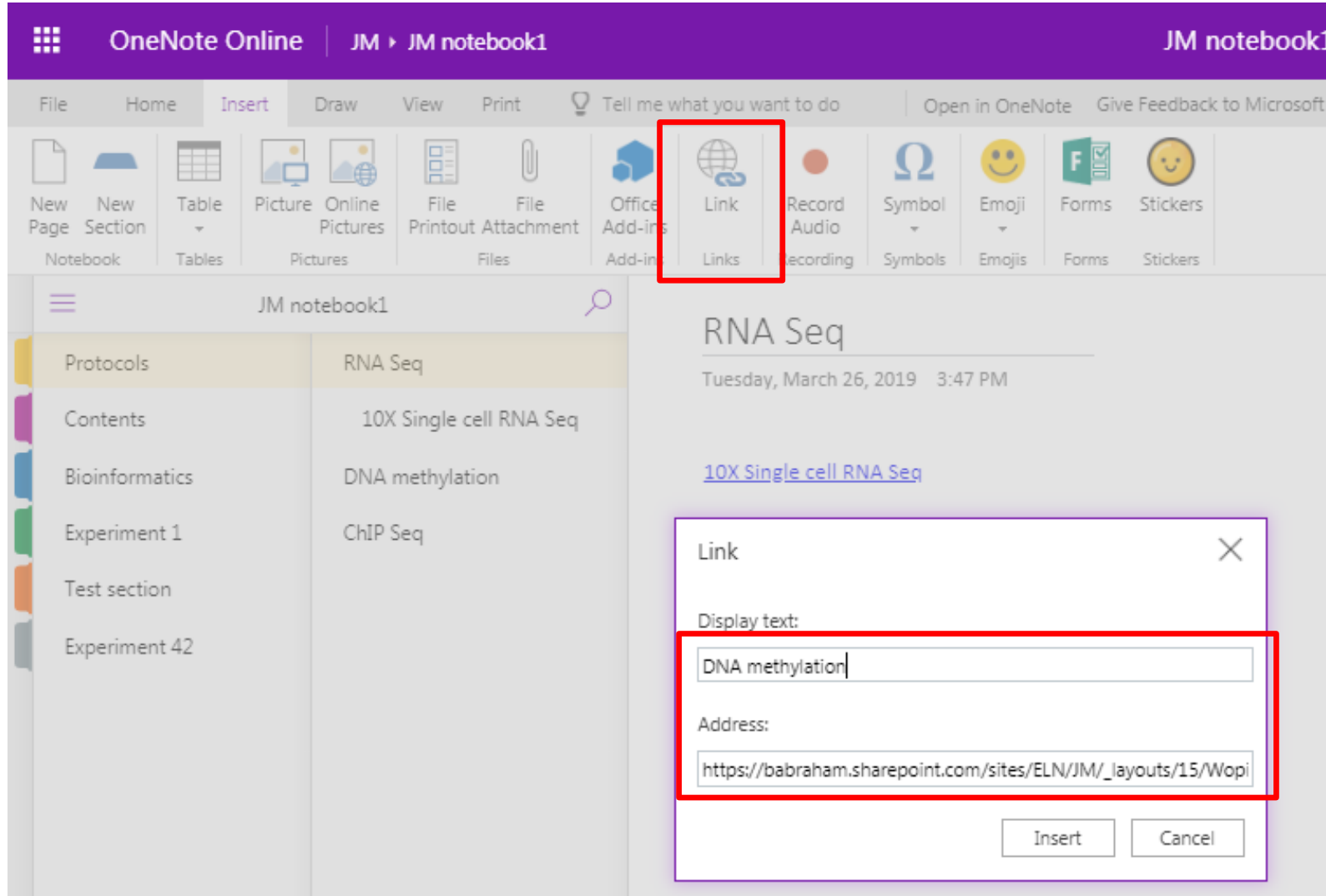
This screenshot shows a close-up of the OneNote interface. At the top, there is a notification bell icon. Below it, a dropdown menu is open, showing the "Tags" option with a star icon and a downward arrow. The "Tags" option is highlighted with a red rectangular box.



Table of Contents

- Create a Table of Contents with Links
- 2016: **Insert > Link > My Notebook**
and navigate through the Sections/pages to add
- OneNote 2016, 10 and mac
[[pagetitleofexistingpage]]
- OneNote Online – copy URL for notebook/section/page and add this as a link

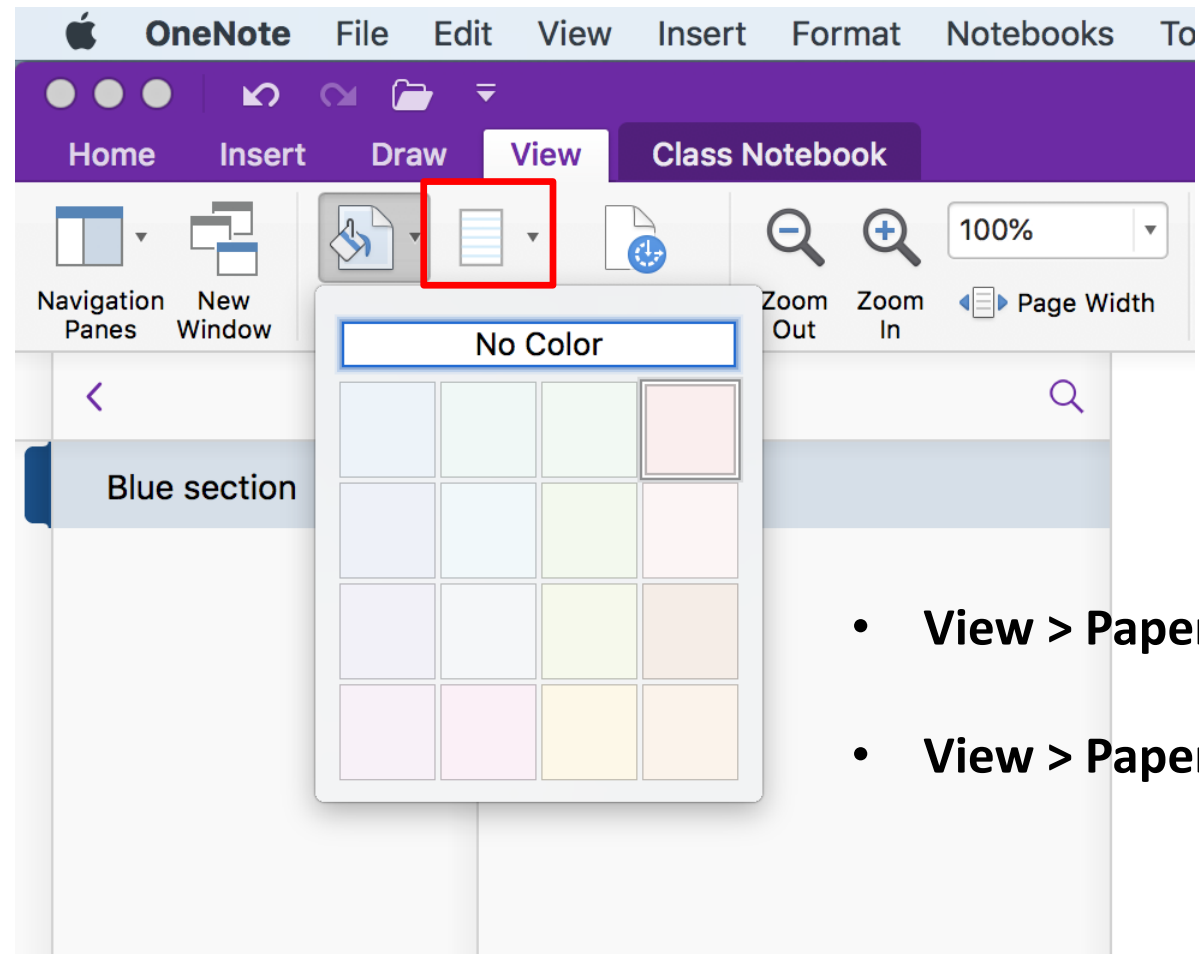
Table of Contents



The screenshot shows the OneNote Online interface. The ribbon is set to 'Insert', and the 'Link' button is highlighted with a red box. Below the ribbon, the 'JM notebook1' sidebar is visible, showing a table of contents with sections like 'Protocols', 'Contents', 'Bioinformatics', 'Experiment 1', 'Test section', and 'Experiment 42'. The main content area displays 'RNA Seq' with a date and time, and a link to '10X Single cell RNA Seq'. A 'Link' dialog box is open, with a red box around the 'Display text' field containing 'DNA methylation' and the 'Address' field containing 'https://babraham.sharepoint.com/sites/ELN/JM/_layouts/15/Wopi'. The 'Insert' and 'Cancel' buttons are at the bottom of the dialog.

Protocols	RNA Seq
Contents	10X Single cell RNA Seq
Bioinformatics	DNA methylation
Experiment 1	ChIP Seq
Test section	
Experiment 42	

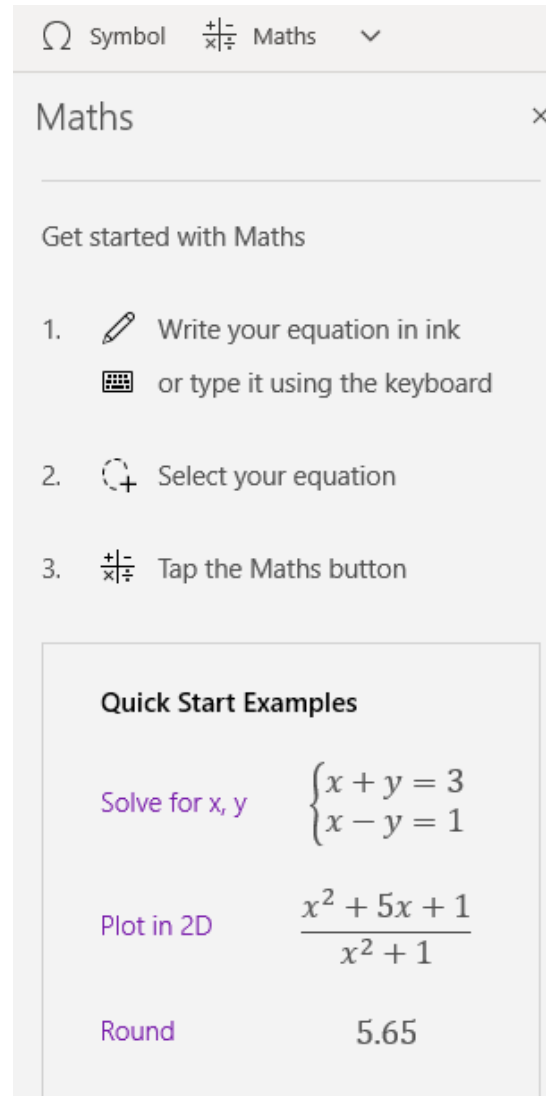
Page backgrounds and lines



- **View > Paper Style**
- **View > Paper color**

Other hints and tips




- Maths functions
OneNote 10



Symbol $\frac{+}{x} \frac{-}{x}$ Maths

Maths

Get started with Maths

1.  Write your equation in ink
 or type it using the keyboard
2.  Select your equation
3. $\frac{+}{x} \frac{-}{x}$ Tap the Maths button

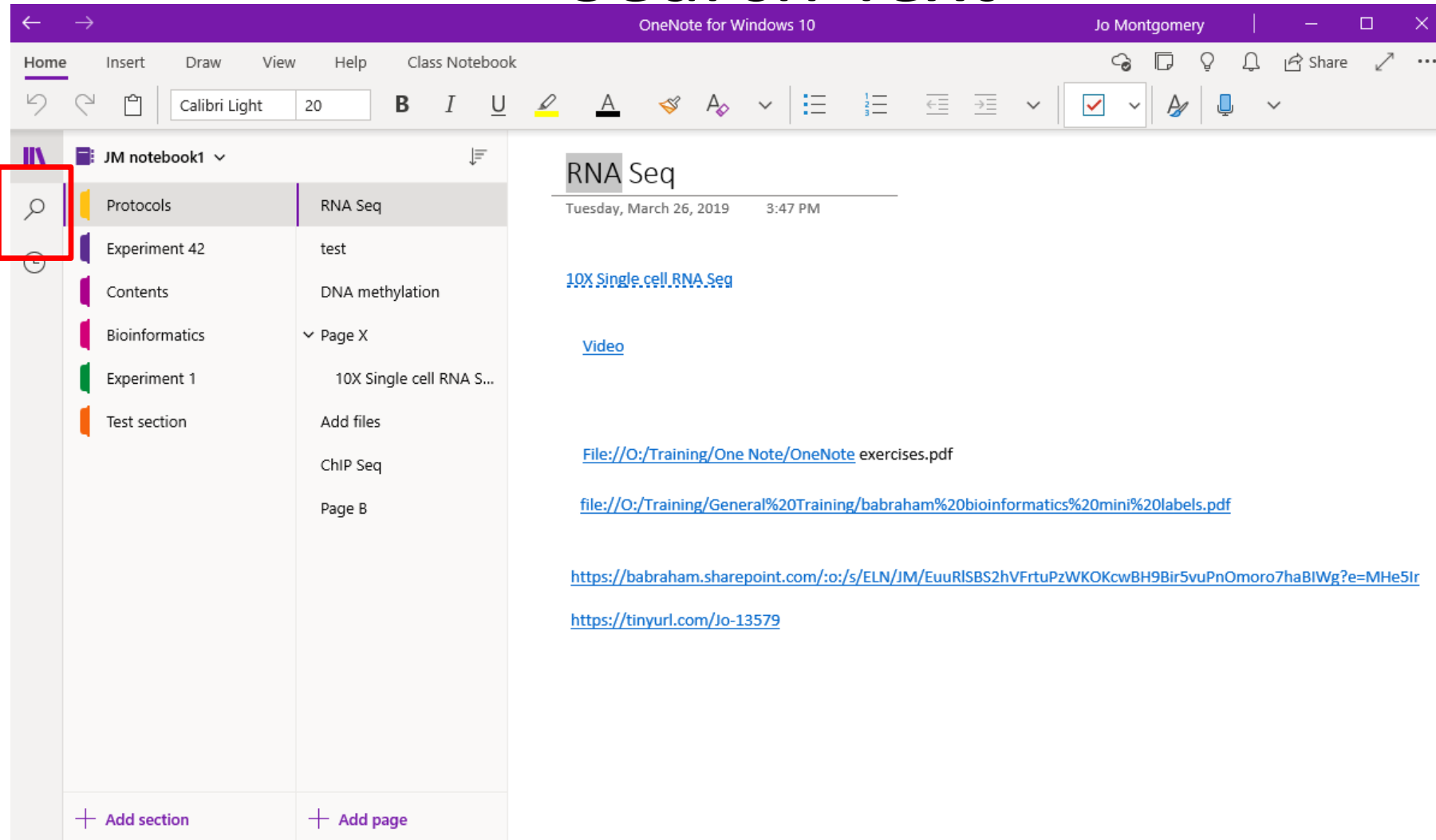
Quick Start Examples

Solve for x, y $\begin{cases} x + y = 3 \\ x - y = 1 \end{cases}$

Plot in 2D $\frac{x^2 + 5x + 1}{x^2 + 1}$

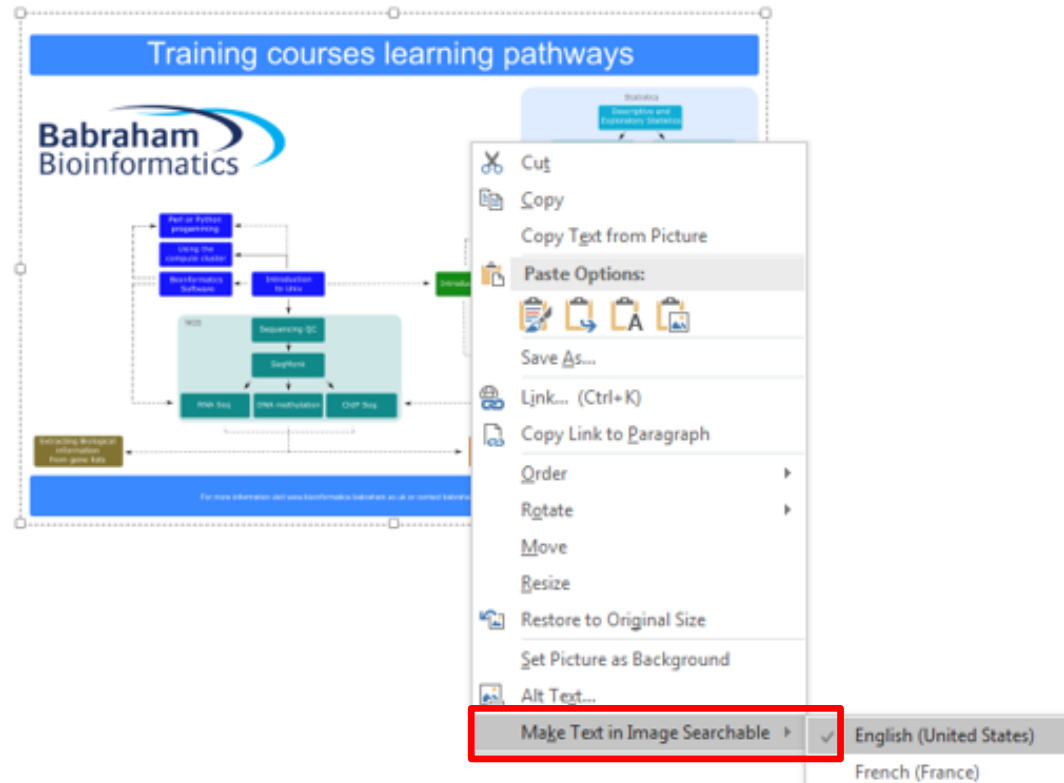
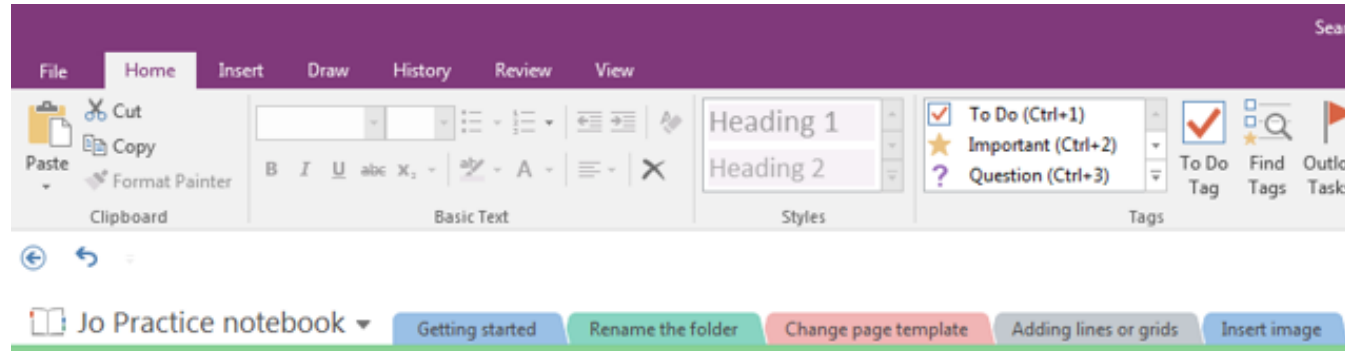
Round 5.65

Search Text



The screenshot shows the OneNote for Windows 10 interface. The title bar indicates the user is 'Jo Montgomery'. The ribbon includes 'Home', 'Insert', 'Draw', 'View', and 'Help'. The left sidebar shows a notebook named 'JM notebook1' with sections: 'Protocols', 'Experiment 42', 'Contents', 'Bioinformatics', 'Experiment 1', and 'Test section'. The 'Protocols' section is expanded, showing pages: 'RNA Seq', 'test', 'DNA methylation', 'Page X', '10X Single cell RNA S...', 'Add files', 'ChIP Seq', and 'Page B'. A search icon (magnifying glass) in the sidebar is highlighted with a red box. The main content area displays the 'RNA Seq' page, dated 'Tuesday, March 26, 2019 3:47 PM'. The page contains several hyperlinks: '[10X Single cell RNA Seq](#)', '[Video](#)', '[File://O:/Training/One Note/OneNote exercises.pdf](file:///O:/Training/One Note/OneNote exercises.pdf)', '<file:///O:/Training/General%20Training/babraham%20bioinformatics%20mini%20labels.pdf>', '<https://babraham.sharepoint.com/:o/s/ELN/JM/EuuRISBS2hVFrtuPzWKOKcwBH9Bir5vuPnOmor7haBIWg?e=MHe5lr>', and '<https://tinyurl.com/Jo-13579>'.

Search Text in an Image



References

- OneNote is not a reference management system
- You can link to a reference management system such as Reference Manager or EndNote if you must

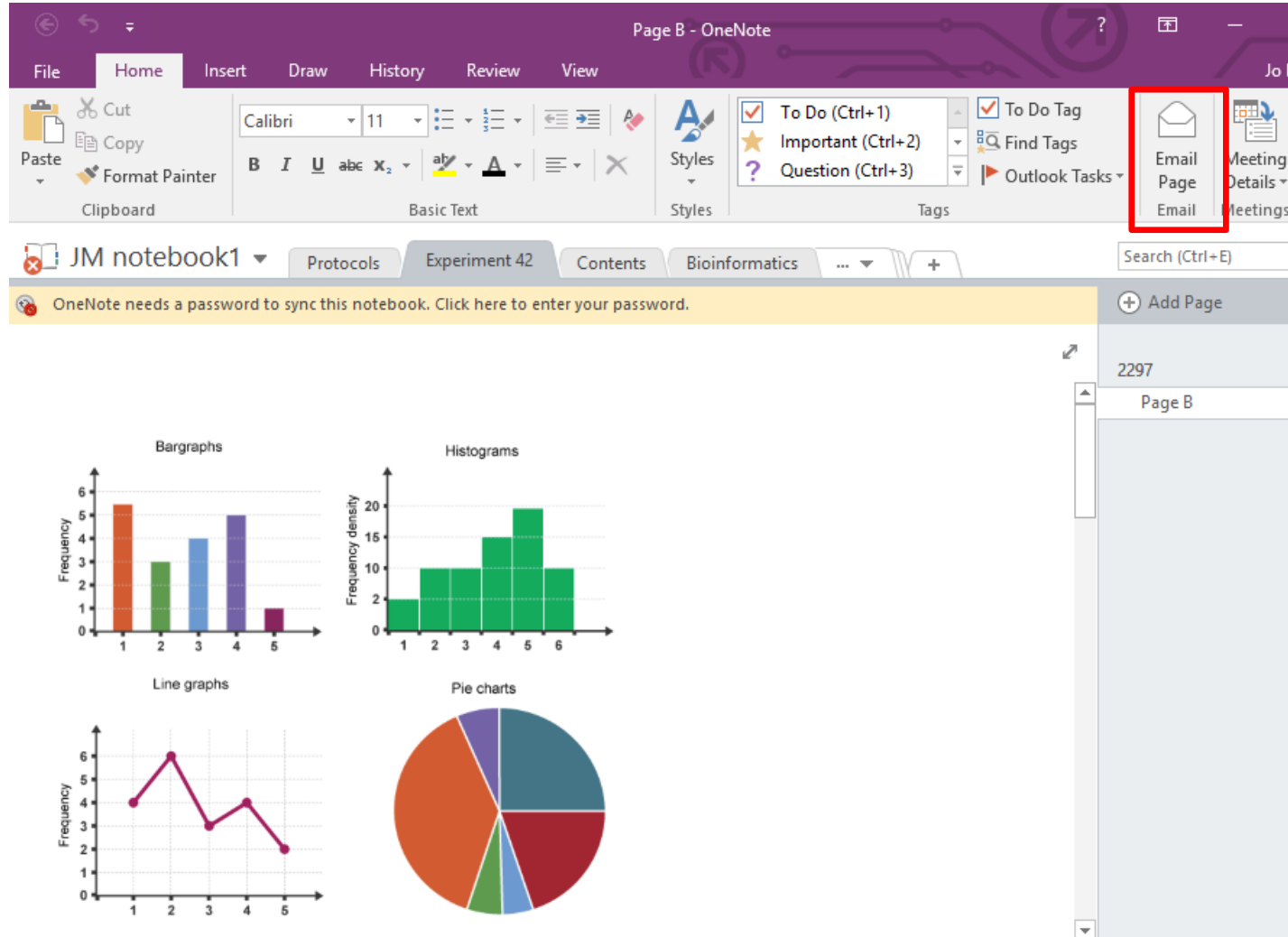
Exercise 5

Other useful tools

Sharing OneNote notebooks

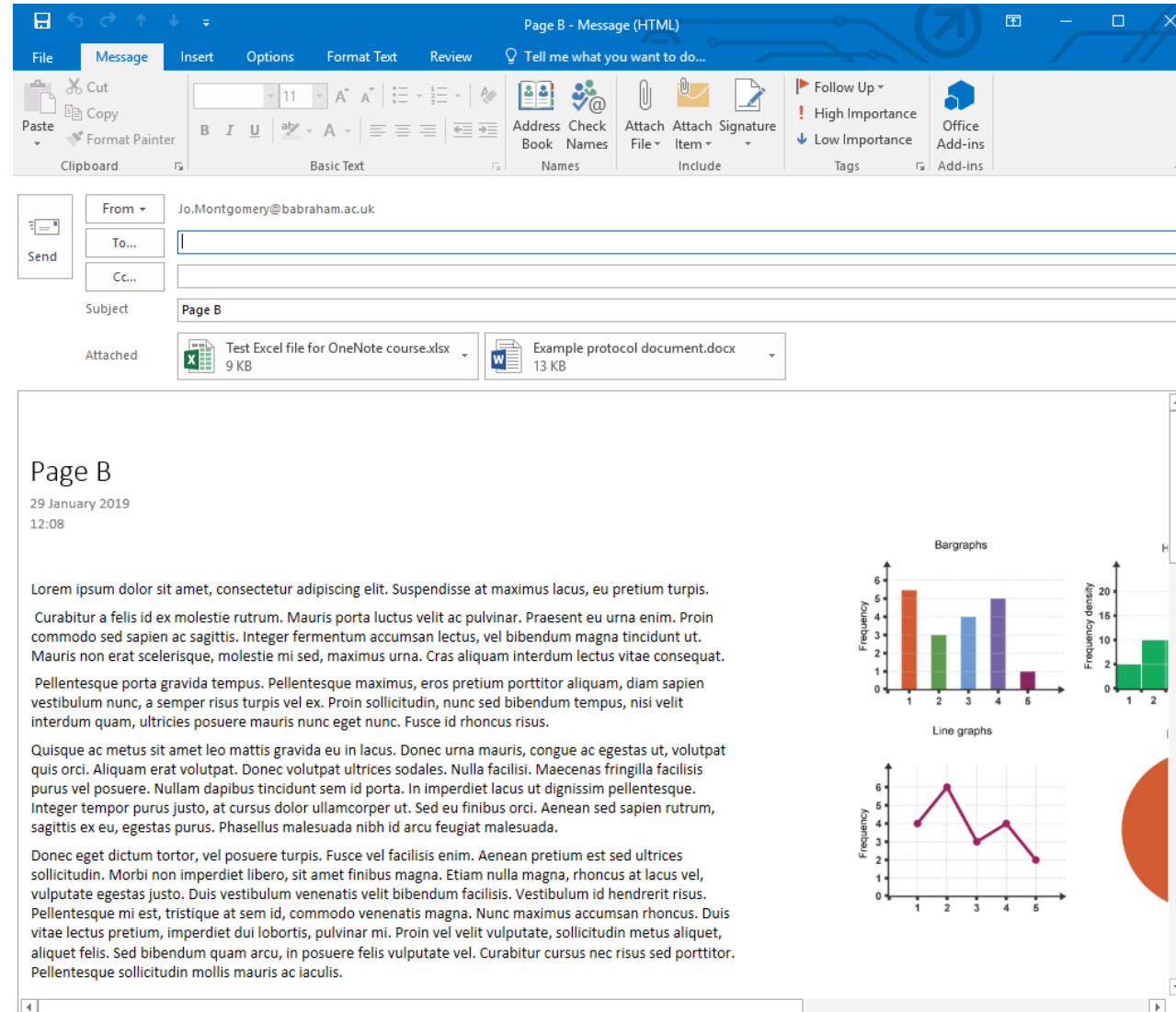
- Sharepoint ELN
- OneDrive
- Other locations

Sharing a page - OneNote 2016



The screenshot shows the OneNote 2016 interface. The ribbon is set to 'Home', and the 'Tags' group is active. The 'Email Page' button is highlighted with a red box. Below the ribbon, the notebook name 'JM notebook1' and several page tabs are visible. A yellow notification bar at the top of the page content area reads: 'OneNote needs a password to sync this notebook. Click here to enter your password.' The page content area contains four charts: 'Bargraphs', 'Histograms', 'Line graphs', and 'Pie charts'. The right-hand pane shows the page list with 'Page B' selected.

Sharing a page - OneNote 2016



Page B - Message (HTML)

File Message Insert Options Format Text Review Tell me what you want to do...

Clipboard Basic Text Names Include Tags Add-ins

From: Jo.Montgomery@babraham.ac.uk

To: [Redacted]

Cc: [Redacted]

Subject: Page B

Attached: Test Excel file for OneNote course.xlsx (9 KB), Example protocol document.docx (13 KB)

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 iaculis.

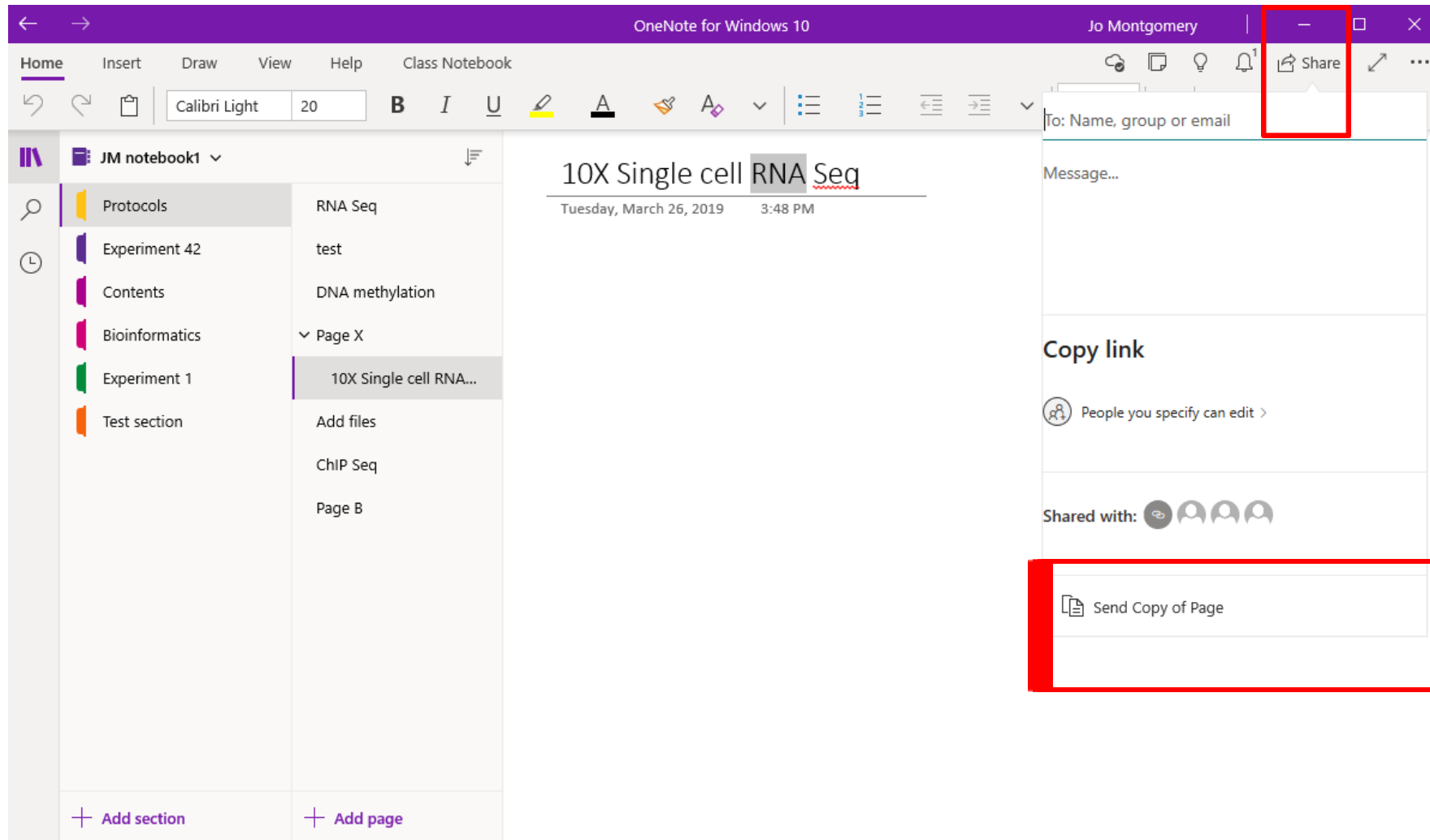
Bargraphs

Category	Frequency
1	5
2	3
3	4
4	5
5	1

Line graphs

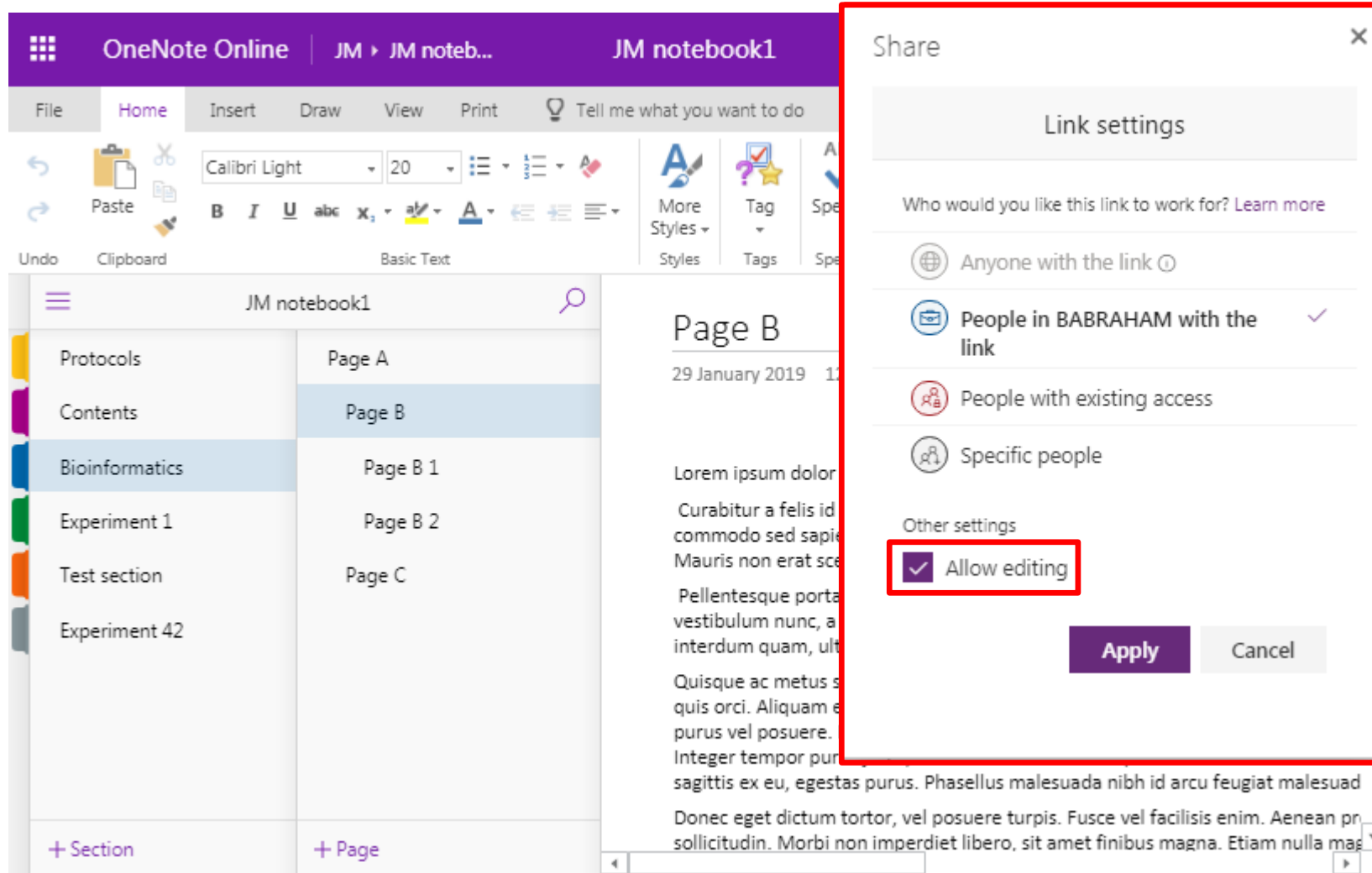
Category	Frequency
1	4
2	6
3	3
4	4
5	2

Sharing a page - OneNote 10



The screenshot shows the OneNote 10 interface. The top ribbon includes 'Home', 'Insert', 'Draw', 'View', and 'Help'. The 'Share' button is highlighted with a red box. The sharing pane on the right is also highlighted with a red box, showing the 'Send Copy of Page' option. The main content area displays a page titled '10X Single cell RNA Seq' with a date and time stamp.

Sharing OneNote notebooks

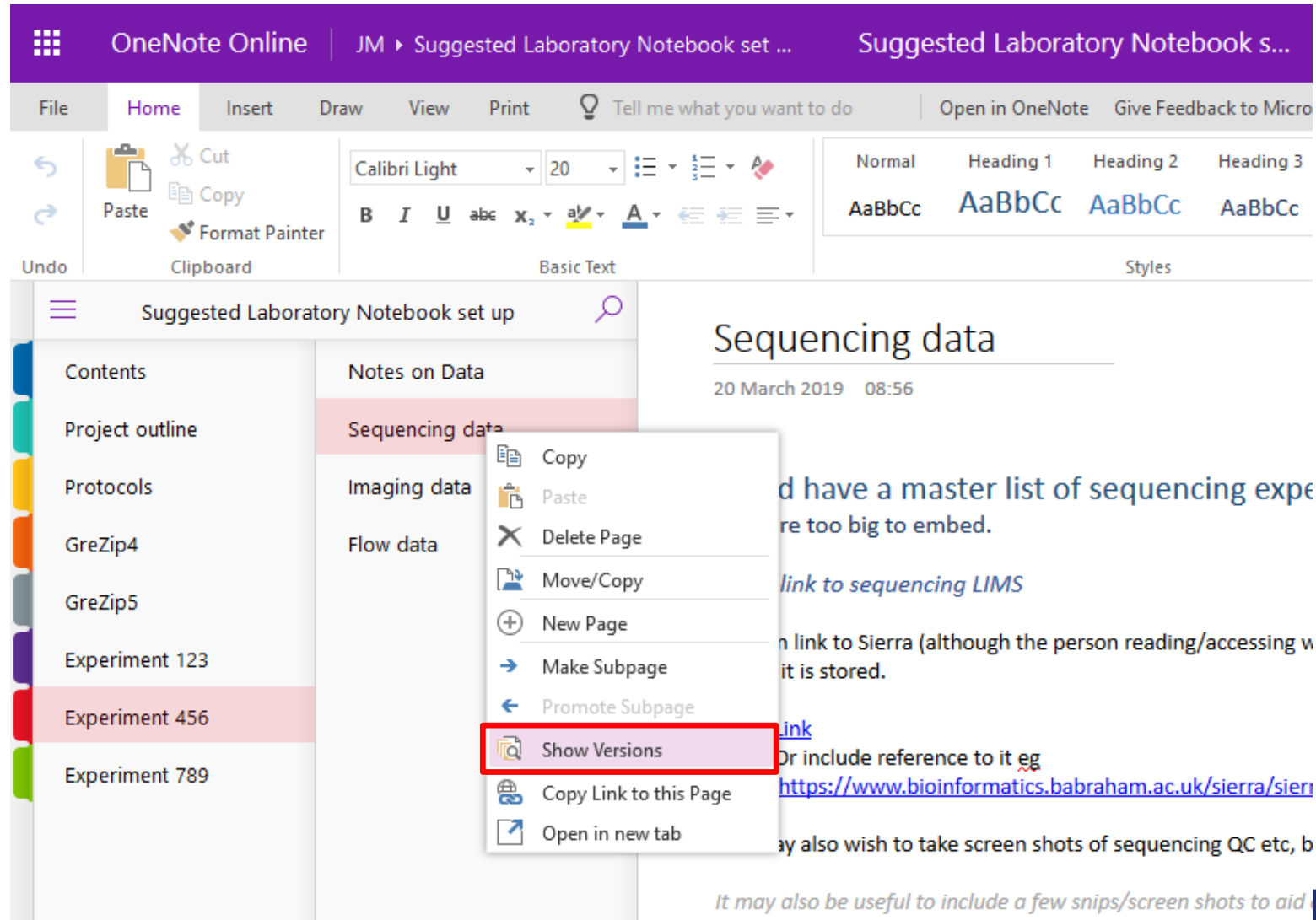


The screenshot shows the OneNote Online interface with a share dialog box open. The dialog box is titled "Share" and has a close button (X) in the top right corner. It contains the following elements:

- Link settings**: A section header.
- Who would you like this link to work for?** [Learn more](#)
- Anyone with the link**: A radio button option.
- People in BABRAHAM with the link**: A radio button option, which is selected with a checkmark.
- People with existing access**: A radio button option.
- Specific people**: A radio button option.
- Other settings**: A section header.
- Allow editing**: A checked checkbox option, highlighted with a red box.
- Apply** and **Cancel**: Buttons at the bottom of the dialog.

The background shows the OneNote Online interface with the "JM notebook1" selected. The "Page B" is highlighted in the table of contents, and the "Share" dialog box is overlaid on the page content.

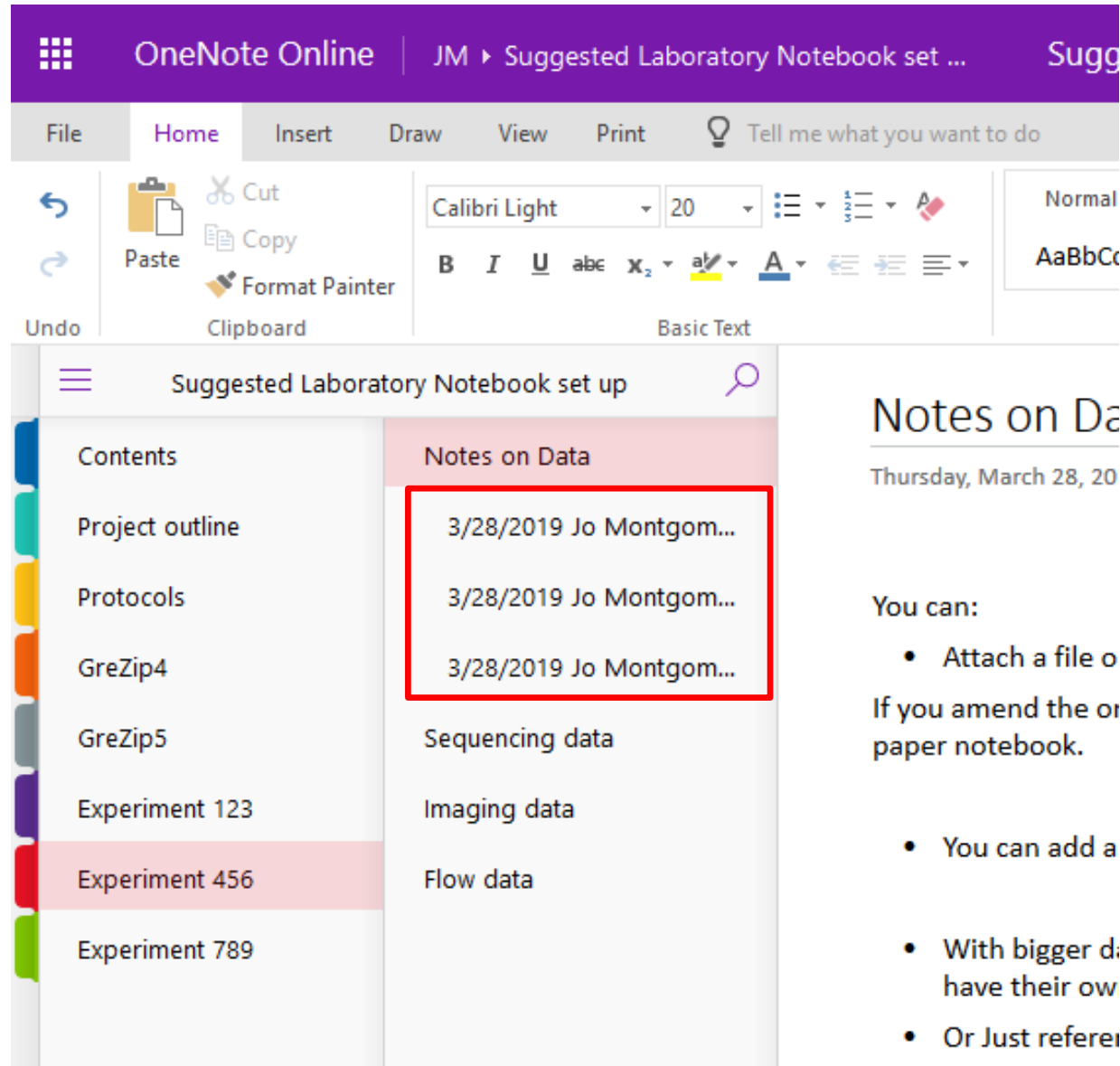
Versions



The screenshot shows the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM > Suggested Laboratory Notebook set ...', and 'Suggested Laboratory Notebook s...'. The ribbon is set to 'Home' and shows options for 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', and a search bar 'Tell me what you want to do'. The ribbon also includes 'Open in OneNote' and 'Give Feedback to Micro...'. The main content area shows a page titled 'Sequencing data' with a date and time '20 March 2019 08:56'. A context menu is open over the page title, listing options: Copy, Paste, Delete Page, Move/Copy, New Page, Make Subpage, Promote Subpage, Show Versions (highlighted with a red box), Copy Link to this Page, and Open in new tab. The left sidebar shows a navigation pane with 'Contents', 'Project outline', 'Protocols', 'GreZip4', 'GreZip5', 'Experiment 123', 'Experiment 456' (highlighted), and 'Experiment 789'. The main content area contains text: 'You should have a master list of sequencing experiments that are too big to embed. [link to sequencing LIMS](#) link to Sierra (although the person reading/accessing via it is stored. [link](#) Or include reference to it eg <https://www.bioinformatics.babraham.ac.uk/sierra/sier> You may also wish to take screen shots of sequencing QC etc, b

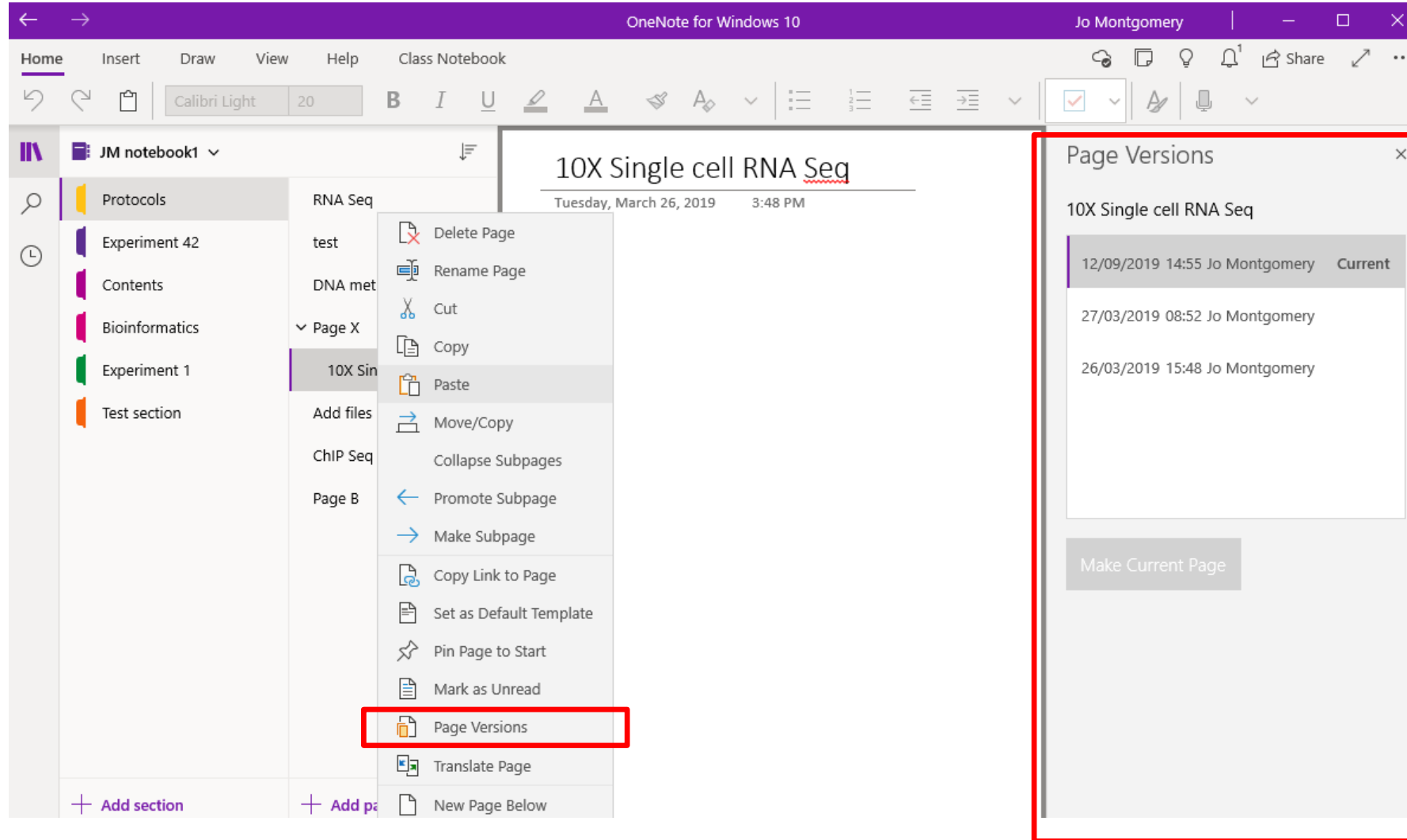
It may also be useful to include a few snips/screen shots to aid

Versions



The screenshot shows the OneNote Online interface. The ribbon includes File, Home, Insert, Draw, View, and Print. The Home ribbon is active, showing options like Undo, Paste, Cut, Copy, and Format Painter. The main content area displays a notebook titled "Suggested Laboratory Notebook set up" with a sidebar on the left containing sections like Contents, Project outline, Protocols, GreZip4, GreZip5, Experiment 123, Experiment 456, and Experiment 789. The "Notes on Data" section is selected, and a list of versions is shown, with three entries dated "3/28/2019 Jo Montgom..." highlighted by a red box. The right sidebar shows the note title "Notes on Data" and the date "Thursday, March 28, 2019". Below this, there is a "You can:" section with a list of actions: "Attach a file o", "If you amend the or paper notebook.", "You can add a", "With bigger di have their ow", and "Or Just referen".

Versions



The screenshot displays the OneNote application interface. The main window shows a page titled "10X Single cell RNA Seq" with a timestamp of "Tuesday, March 26, 2019 3:48 PM". A context menu is open over the page, with the "Page Versions" option highlighted by a red box. To the right, a "Page Versions" pane is also highlighted with a red box, showing a list of previous versions of the page:

Date and Time	Author	Status
12/09/2019 14:55	Jo Montgomery	Current
27/03/2019 08:52	Jo Montgomery	
26/03/2019 15:48	Jo Montgomery	

Below the list is a "Make Current Page" button.

Exercise 6

Share your notebook with someone in
the room

<https://tinyurl.com/test-lab-book>

Suggestions for use as a Laboratory Notebook



OneNote Online | JM > Suggested Laboratory Notebook set up | Suggested Laboratory Noteboo...

File Home Insert Draw View Print Tell me what you want to do Open in OneNote Give Feedback to Microsoft Saved

Undo Clipboard Basic Text Styles Tags Spelling Dictation Meetings

Suggested Laboratory Notebook set up

Protocols	Notes on Data
Experiment 123	Sequencing data
Experiment 456	Imaging data
Experiment 789	Flow data

Sequencing data

20 March 2019 08:56

You can link to Sierra (although the person reading/accessing would need log in access) or just reference where it is stored.

- [Link](#)
- Or include reference to it eg https://www.bioinformatics.babraham.ac.uk/sierra/sierra.pl?action=view_lane&lane_id=1970

It may also be useful to include a few snips/screen shots to aid explanation and understanding.

Example Laboratory Notebook

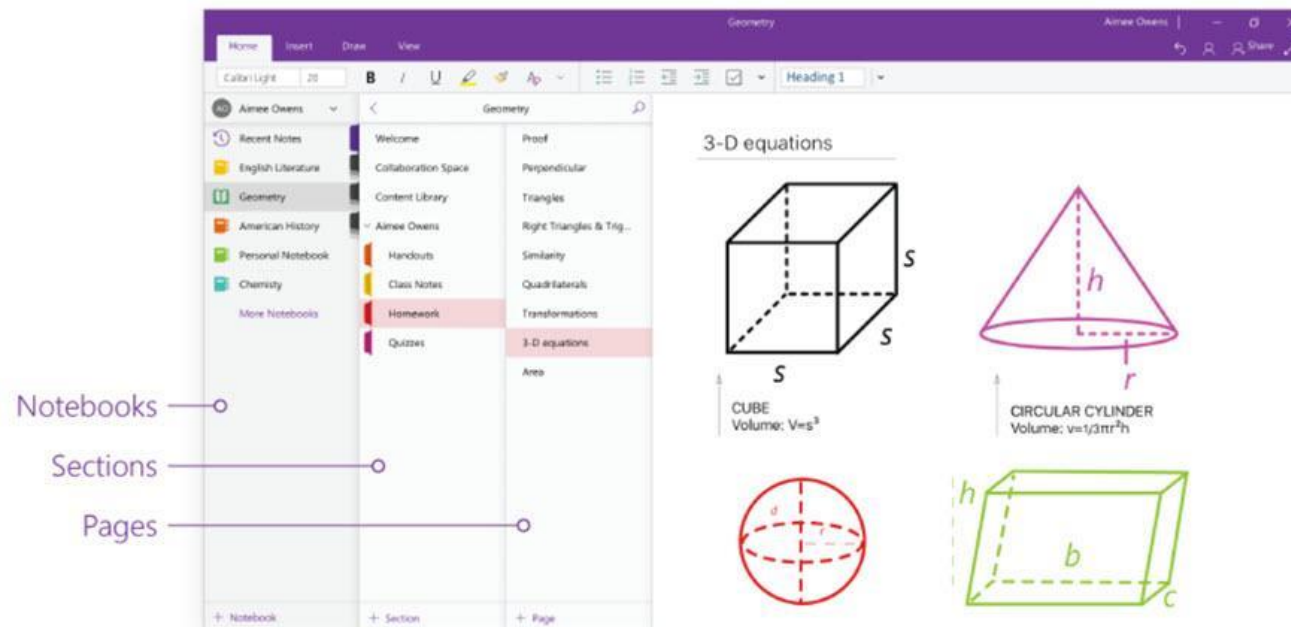
<https://tinyurl.com/template-lab-book>

Exercise 7

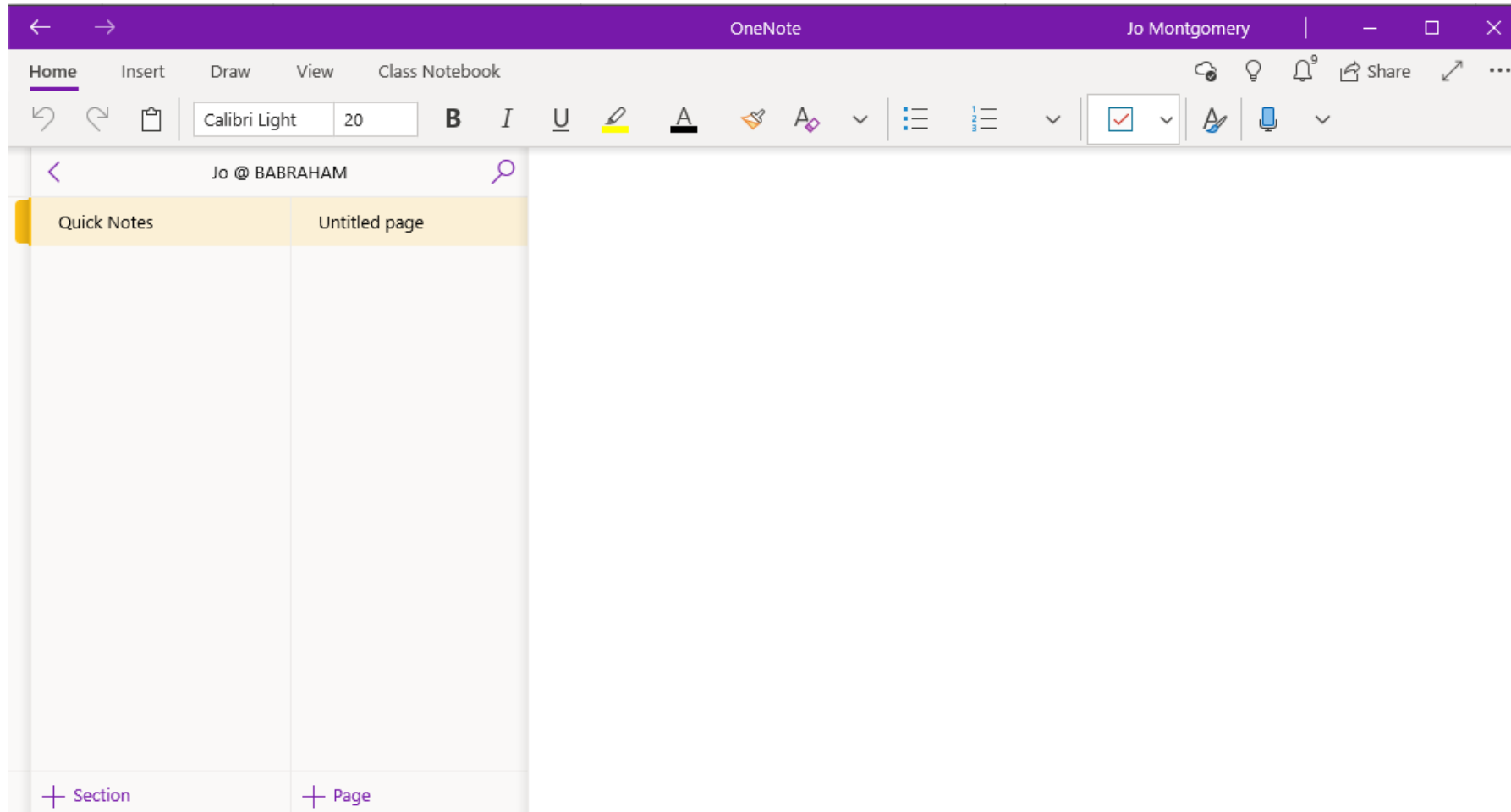
Set up an outline for a laboratory notebook to suit your experiments

The future: Windows 10 and Office 2019

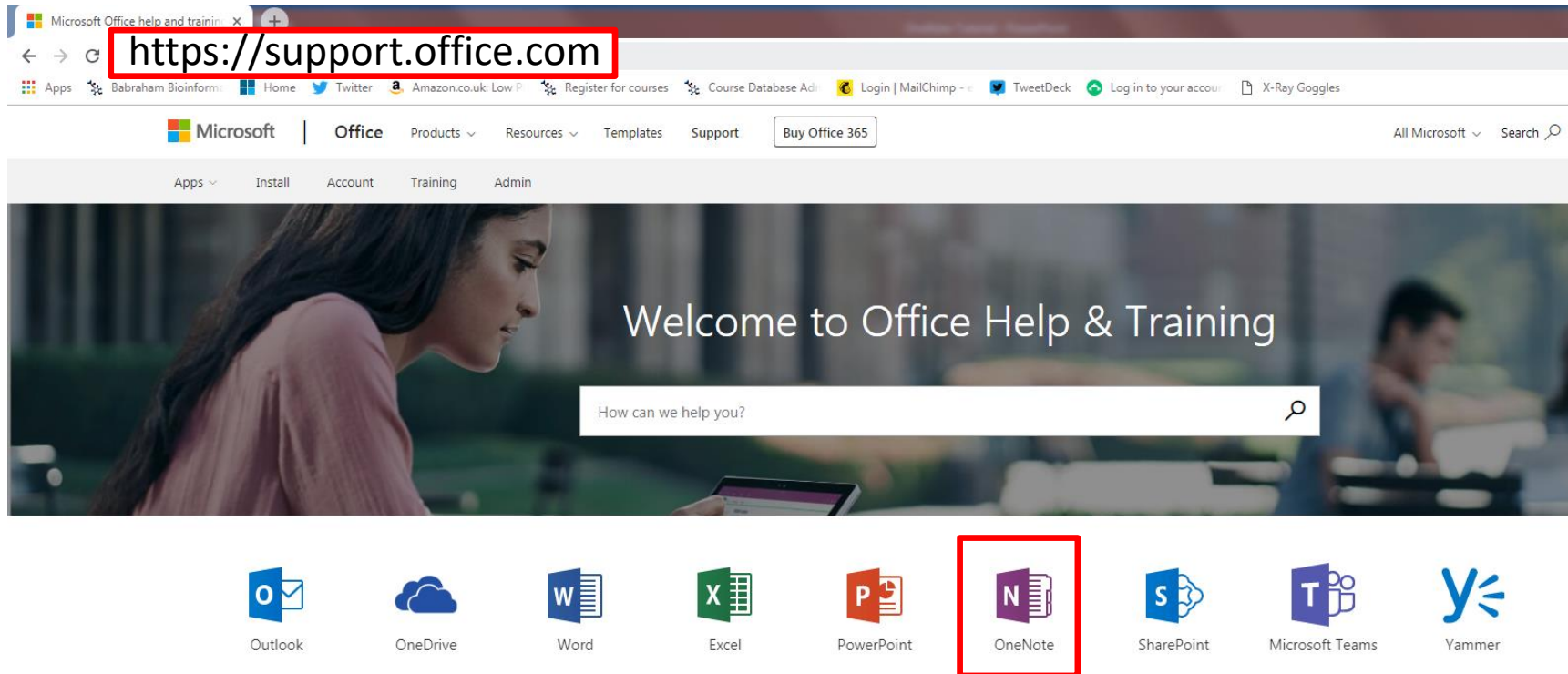
- Microsoft is 'sunsetting' OneNote2016
- OneNote for Windows10 looks more like the mac or online version



OneNote for Windows 10



Further help



Microsoft Office help and training

<https://support.office.com>

Microsoft | Office Products Resources Templates Support Buy Office 365

Apps Install Account Training Admin

Welcome to Office Help & Training

How can we help you?

Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Microsoft Teams Yammer