

# OneNote Laboratory Notebook Tutorial

v2019-06

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# Laboratory Notebooks



# What should we be doing?

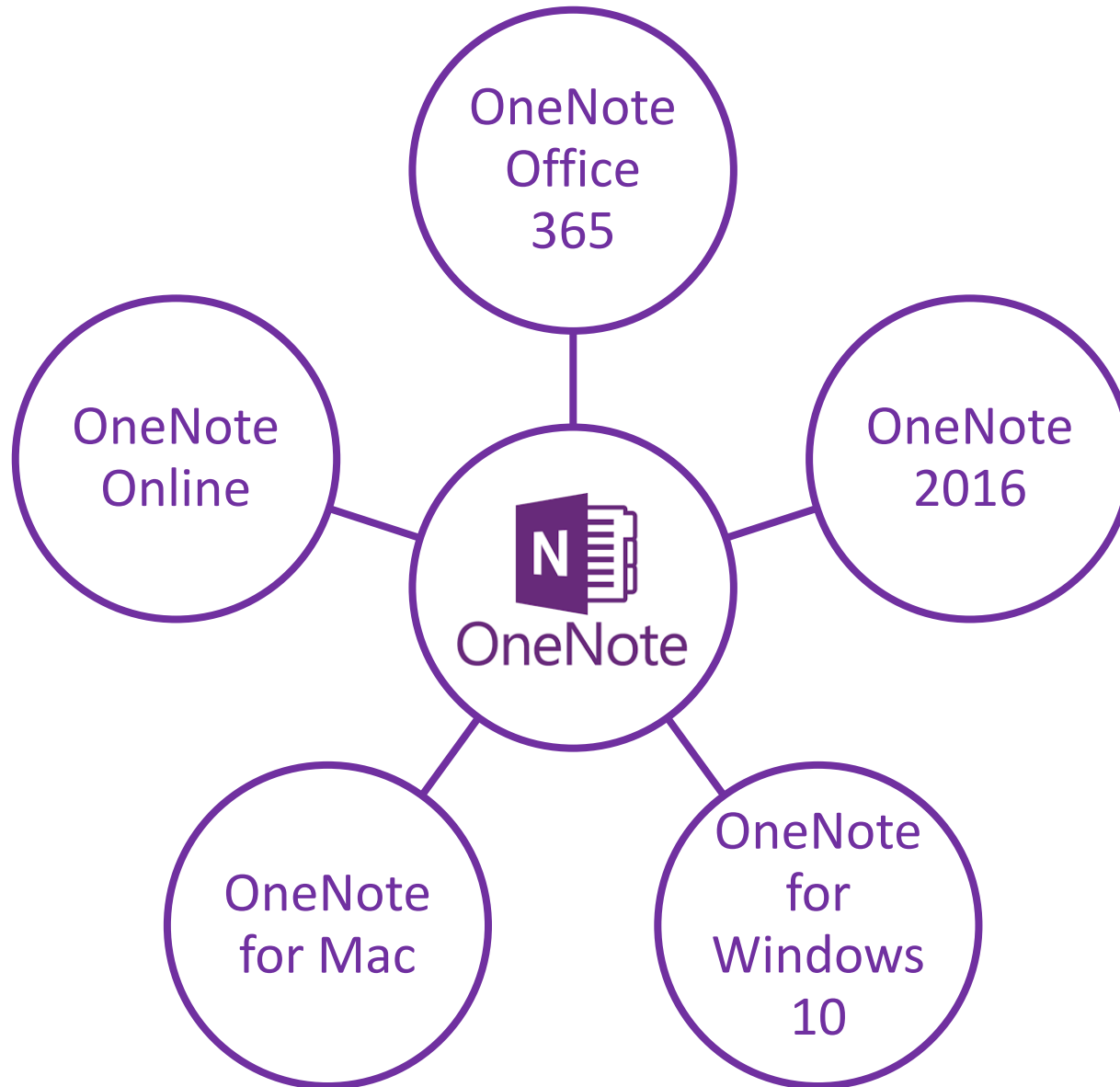
- Expectations and responsibilities
  - Document what we are doing
  - Be able to find results
  - Timely/traceable/retrievable
  - Checked
  
- Legal responsibilities

# Why OneNote?

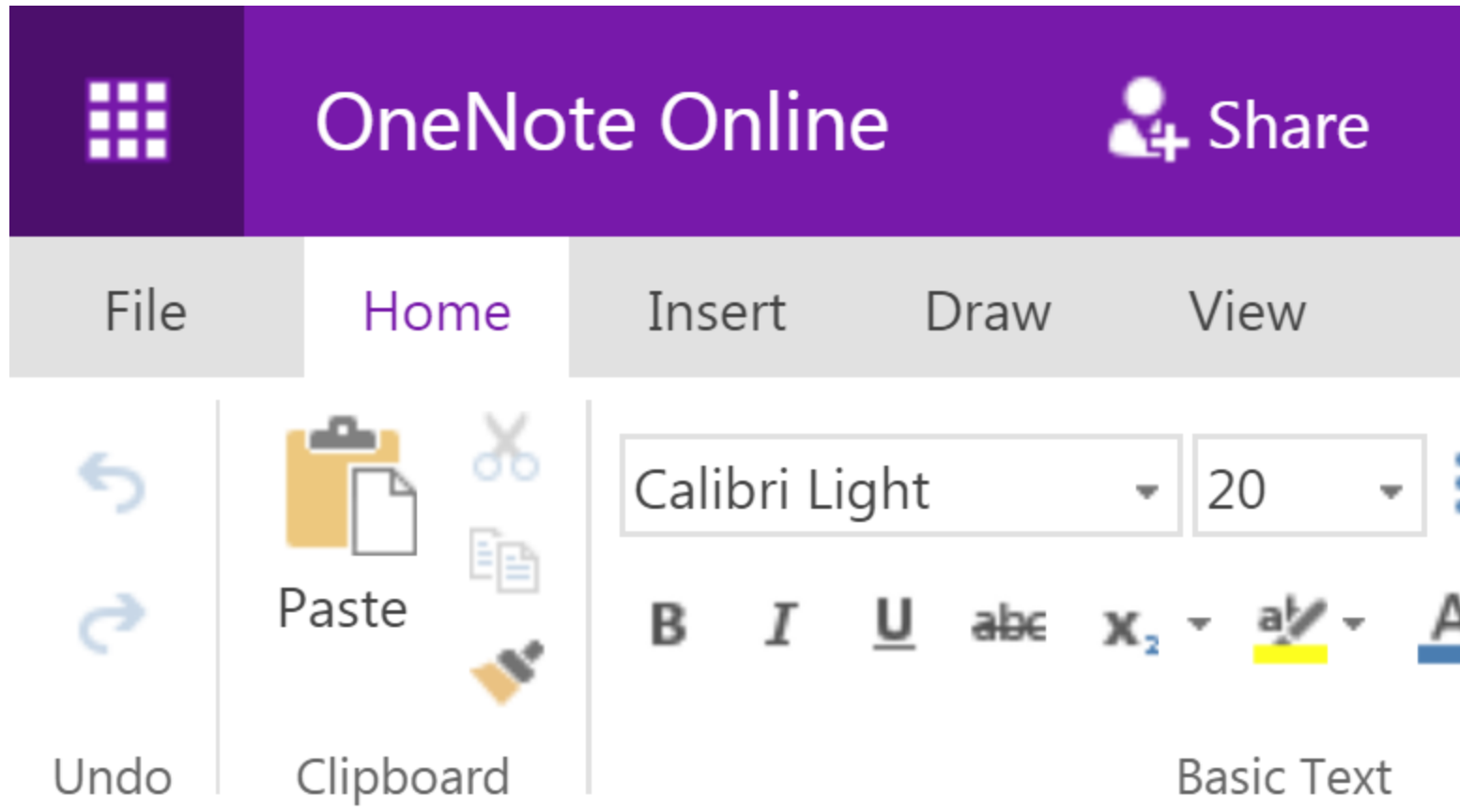
- Digital Notebook
- Gathers notes – handwritten or typed – drawings, screen clippings, images and audio content
- Notes can be shared



# OneNote



# OneNote



The image shows the top portion of the OneNote Online interface. At the top is a purple header bar with a grid icon on the left, the text "OneNote Online" in the center, and a "Share" button with a person icon on the right. Below this is a ribbon with five tabs: "File", "Home", "Insert", "Draw", and "View". The "Home" tab is currently selected. Under the "Home" tab, there are three groups of commands. The first group, "Undo", contains two blue curved arrows. The second group, "Clipboard", contains a yellow clipboard icon, a pair of scissors, a document icon, and a highlighter. The third group, "Basic Text", contains a font face dropdown menu showing "Calibri Light", a font size dropdown menu showing "20", a vertical ellipsis, bold (B), italic (I), underline (U), a text color dropdown menu showing "abc", a text color dropdown menu showing "x<sub>2</sub>", a highlighter icon, and a text background color dropdown menu showing "A".

# 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

Search this site

## Electronic Lab Notebooks

Home

JM

Electronic Lab Notebooks 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](mailto: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

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

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

Move an existing Notebook to ELN



# Electronic Laboratory Notebook (ELN)



Electronic Lab Notebooks JM

Search this site

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

[New](#) [Upload](#) [Sync](#) [Share](#) [More](#)

Current View

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)



Electronic Lab Notebooks JM

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.

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### Lab Notebooks

New Upload Sync Share More

Current View

<input checked="" type="checkbox"/>	Name	Modified	Modified By
	JM notebook1	... January 24	<input type="checkbox"/> Jo Montgomery
	New Notebook	... January 31	<input type="checkbox"/> Jo Montgomery
	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', 'Suggested La...', and 'Suggested Laboratory N...'. The ribbon menu has tabs 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 icons for inserting content 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 shows a 'Table of contents' section with a search icon and a list of items: 'Contents', 'Protocols', 'Experiment 123', 'Experiment 456', and 'Experiment 789'. The 'Contents' item is selected, and its details are shown in the right-hand pane.

Contents	Table of contents
Protocols	
Experiment 123	
Experiment 456	
Experiment 789	

Table of contents

Thursday, March 28, 2019 11:58 AM

[Protocols](#)

- [Animals](#)
- [Collection](#)
- [Sequencing](#)

[Experiment 123](#)

[Experiment 456](#)

[Experiment 789](#)

# Electronic Laboratory Notebook (ELN)



OneNote Online | JM ▶ Suggested La... Suggested Laboratory N...

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

Table of contents - OneNote

File Home Insert Draw History Review View

Clipboard Basic Text Styles Tags

Suggested Laboratory Noteb... Contents New Section 1 Experiment 123 New Section 2 Experiment 789 +

Table of contents

Thursday, March 28, 2019 11:58 AM

Protocols

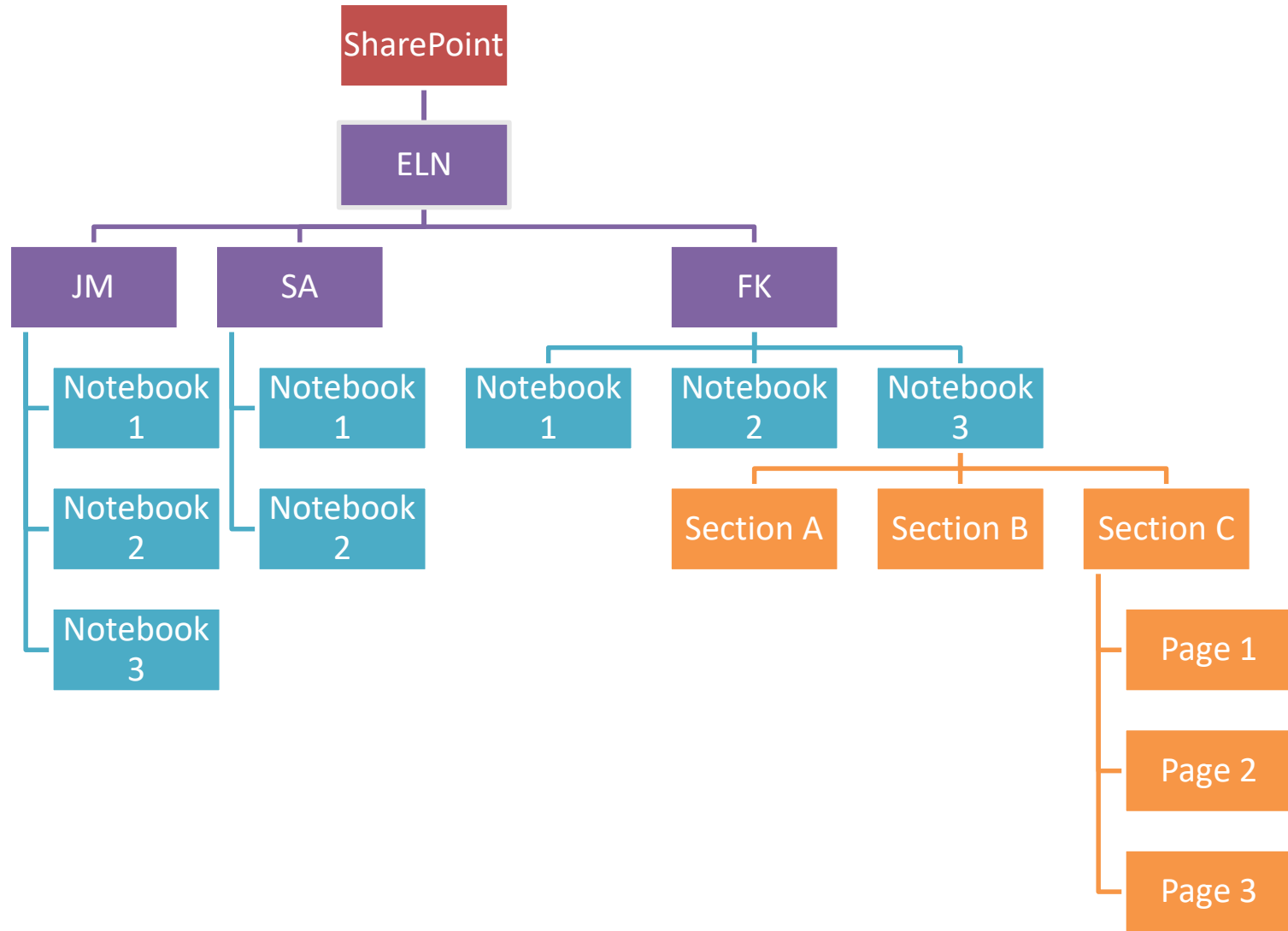
- [Animals](#)
- [Collection](#)
- [Sequencing](#)
- [Experiment 123](#)
- [Experiment 456](#)
- [Experiment 789](#)

+ Section + Page

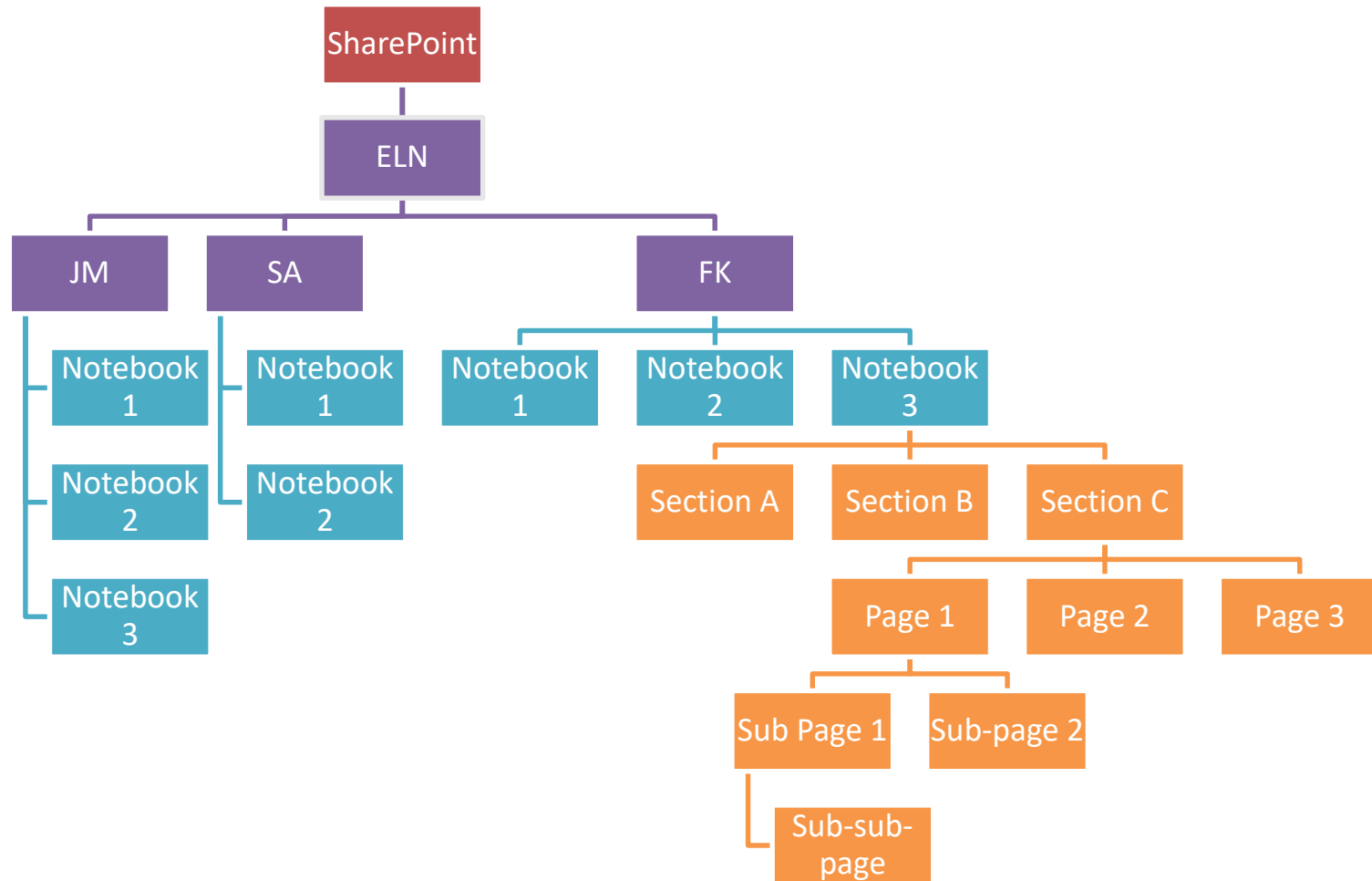
# Storage and organisation

SharePoint

# Storage and organisation



# Storage and organisation



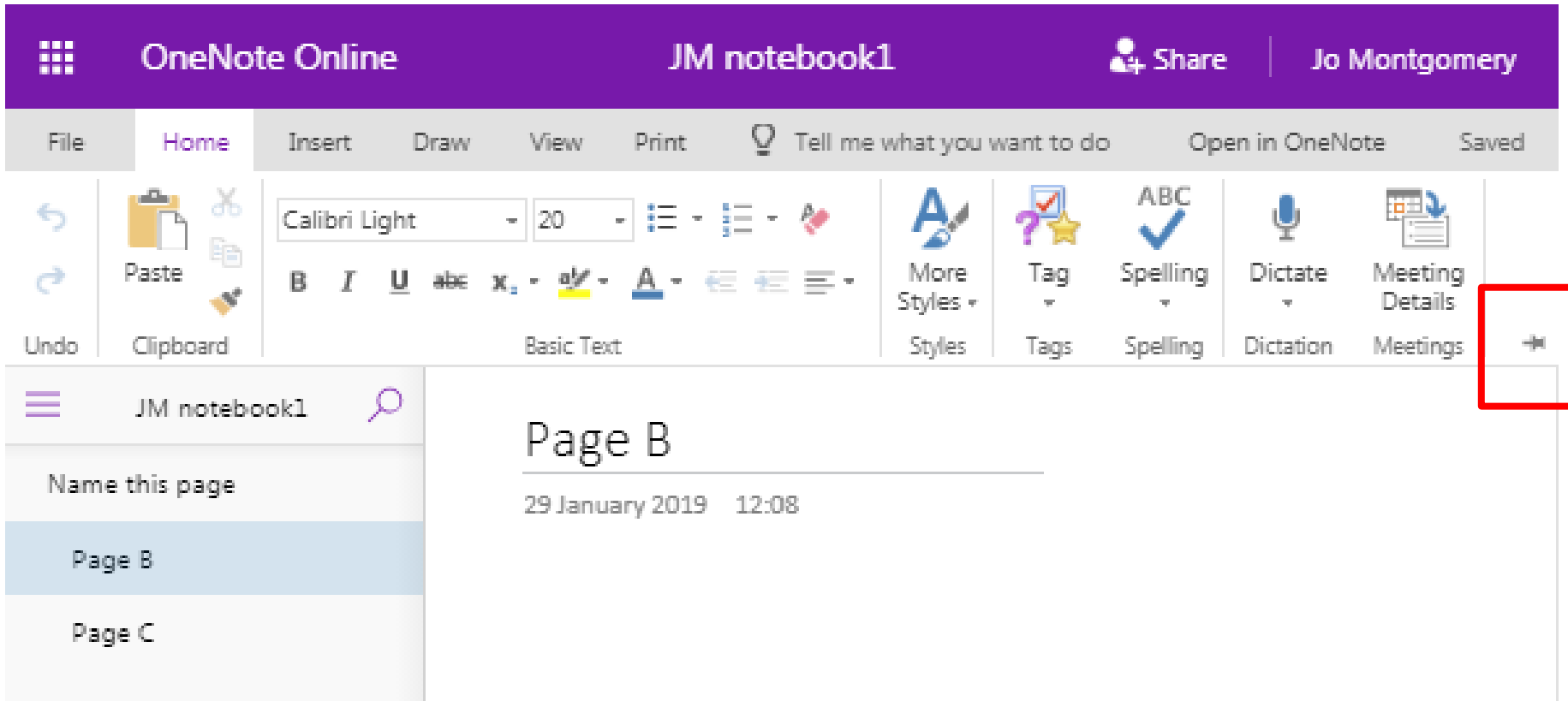
# Exercise 1

## Accessing the Electronic Laboratory Notebook (ELN) area on Sharepoint

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



# Getting started



The screenshot displays the OneNote Online interface. At the top, the title bar shows "OneNote Online" on the left, "JM notebook1" in the center, and "Share" and "Jo Montgomery" on the right. Below the title bar is the ribbon, which is currently set to the "Home" tab. The ribbon includes sections for "File", "Clipboard", "Basic Text", "More Styles", "Tags", "Spelling", "Dictation", and "Meetings". A red box highlights the "More Styles" section, which contains a plus sign icon. The main content area shows a page titled "Page B" with a date and time stamp of "29 January 2019 12:08". On the left side, there is a sidebar with a search icon and a list of pages: "Name this page", "Page B" (selected), and "Page C".

# What is a Page?

It's not a word document...

... It's a stream of consciousness...

# 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

Normal Heading 1 Heading 2 Heading 3 Heading 4 AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc

Tag Spelling Dictate Meeting Details

Undo Paste Copy Format Painter Clipboard Basic Text

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.

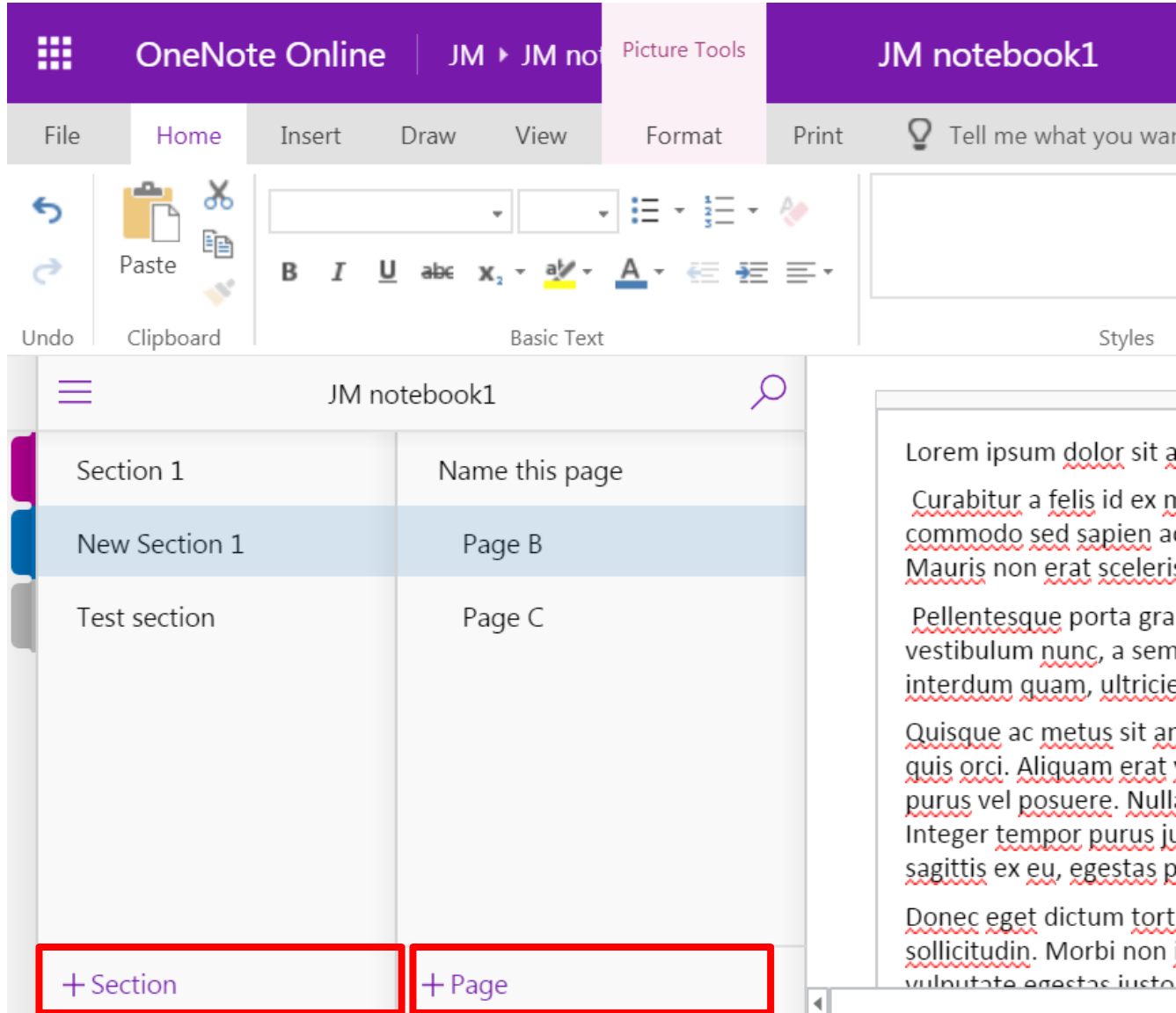
**To make tea:**  
Boil the water (only once – Jo is very fussy about using freshly drawn water and not re-boiling it. Simon thinks this is nonsense).  
Then apply hot water to tea of choice for required time. Add milk/milk alternative/sugar as required.

**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. At the top, the ribbon includes 'File', 'Home', 'Insert', 'Draw', 'View', 'Format', and 'Print'. The 'Home' ribbon is active, showing options for 'Undo', 'Clipboard', and 'Basic Text' (Bold, Italic, Underline, text color, background color, bullet points, numbered list, indent). The 'Format' ribbon is also visible, showing 'Picture Tools' and 'Styles'.

Below the ribbon is a table representing the notebook structure:

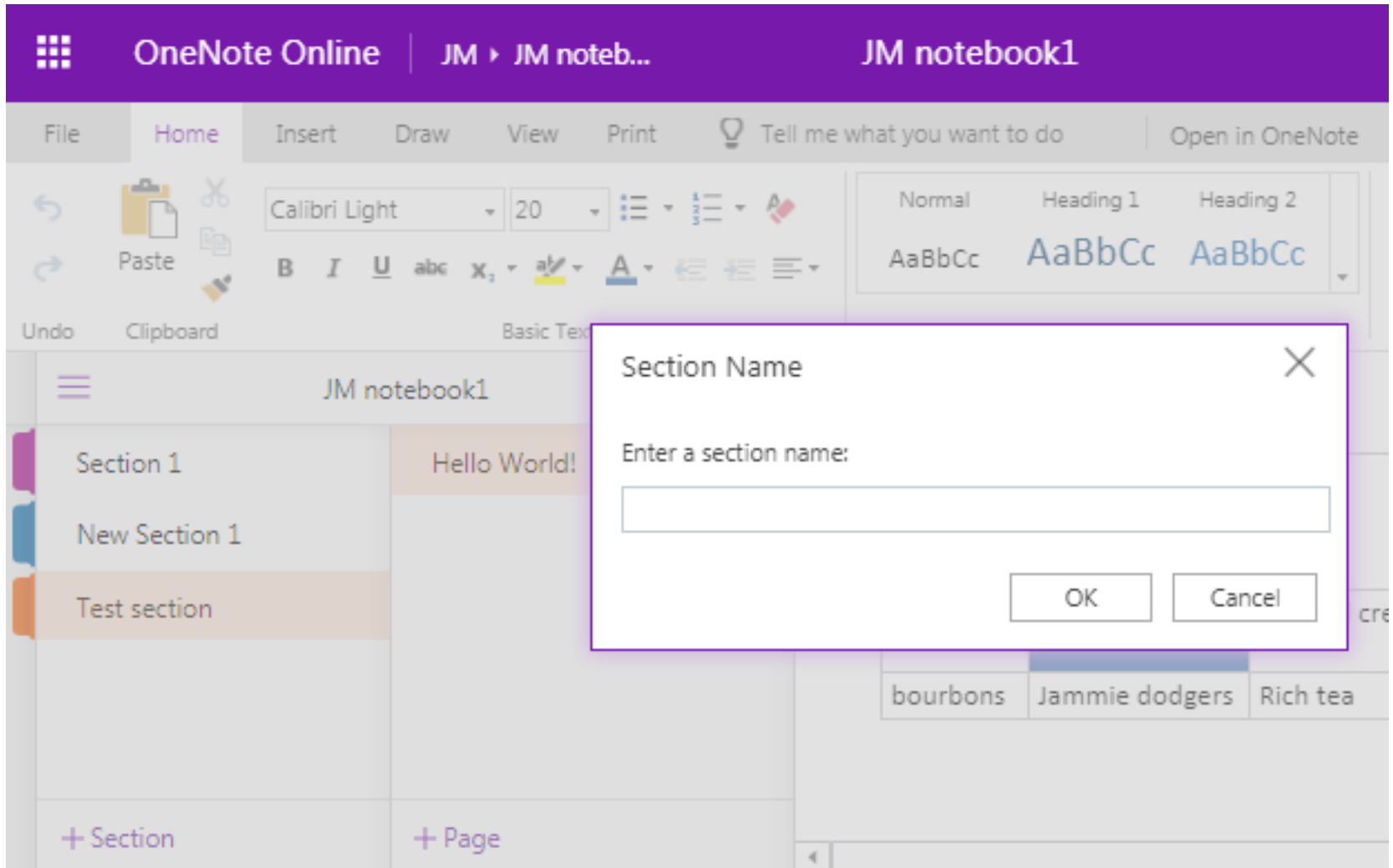
JM notebook1	
Section 1	Name this page
New Section 1	Page B
Test section	Page C

At the bottom of the table, there are two buttons: '+ Section' and '+ Page', both highlighted with red boxes.

On the right side of the interface, there is a preview of a page with placeholder text:

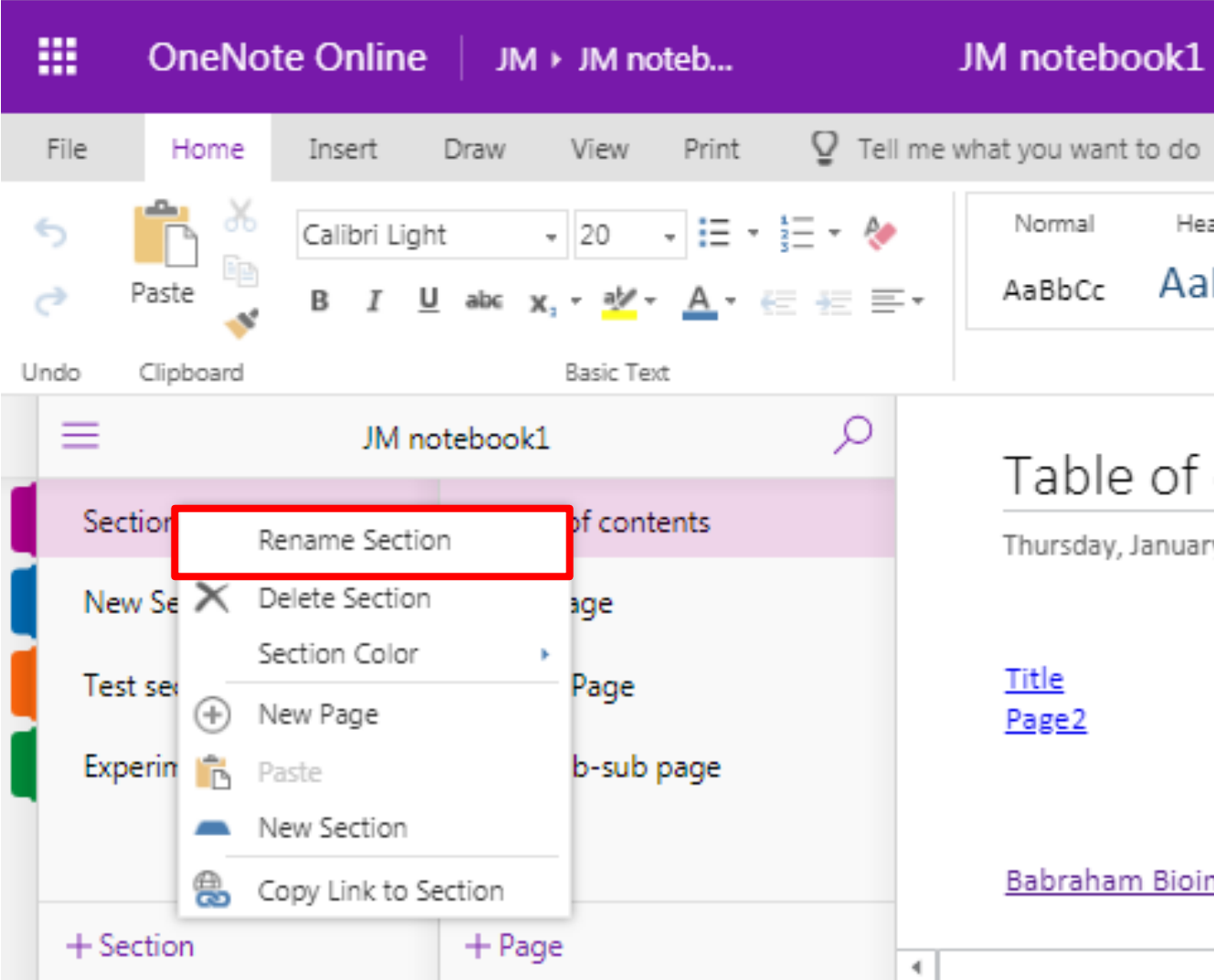
Lorem ipsum dolor sit a  
 Curabitur a felis id ex n  
 commodo sed sapien a  
 Mauris non erat sceleri  
 Pellentesque porta gra  
 vestibulum nunc, a sem  
 interdum quam, ultricie  
 Quisque ac metus sit ar  
 quis orci. Aliquam erat  
 purus vel posuere. Nulli  
 Integer tempor purus ju  
 sagittis ex eu, egestas p  
 Donec eget dictum tort  
 sollicitudin. Morbi non  
 vulputate egestas iusto

# Add Sections



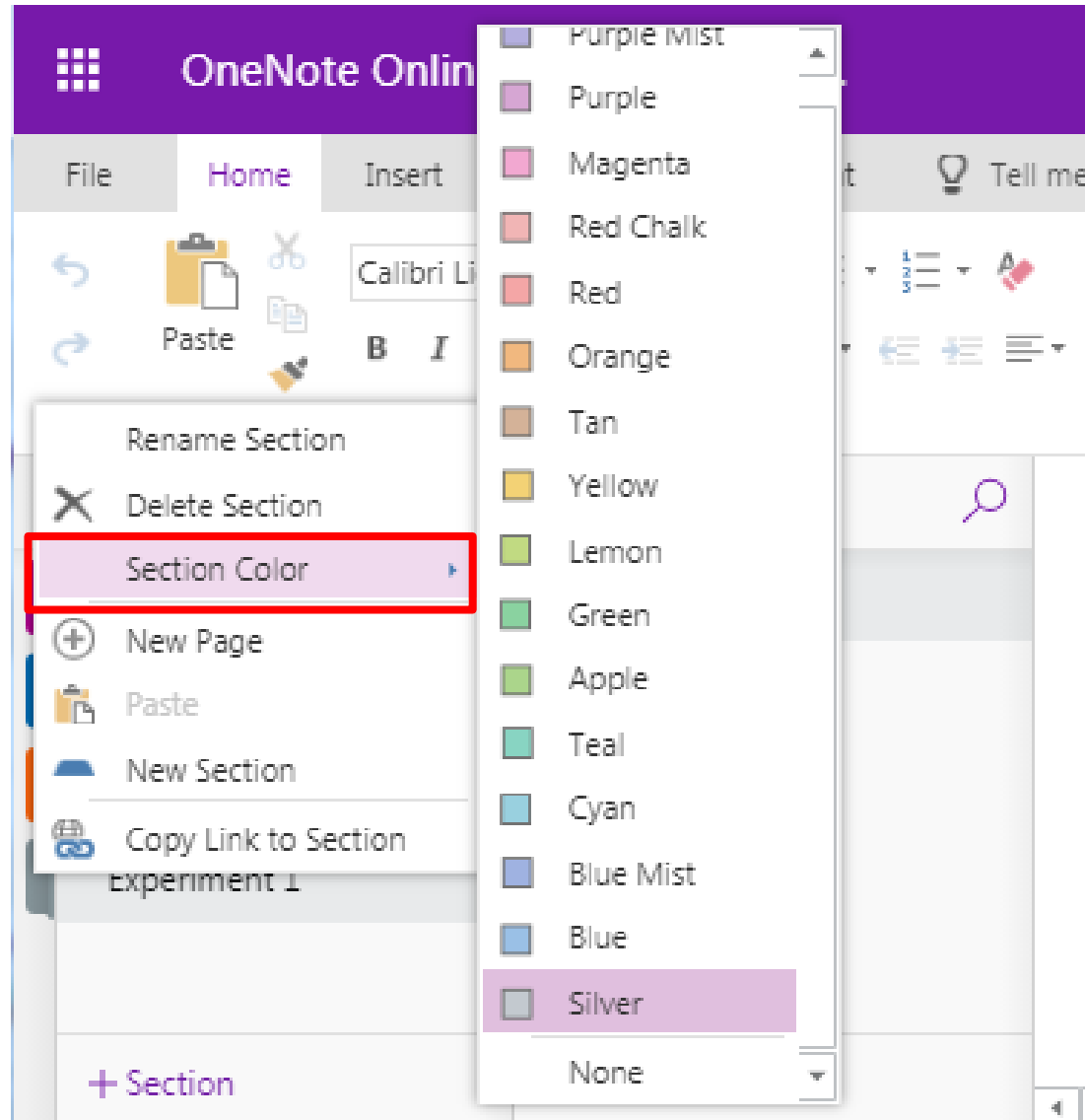
The screenshot displays the OneNote Online interface. The top navigation bar shows 'OneNote Online', 'JM > JM noteb...', and 'JM notebook1'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', and a search bar 'Tell me what you want to do'. The 'Home' ribbon is active, showing font settings (Calibri Light, size 20) and text formatting options (Bold, Italic, Underline, text color, background color, text color, text background color). A 'Section Name' dialog box is open in the foreground, prompting the user to 'Enter a section name:' with a text input field and 'OK' and 'Cancel' buttons. The background shows the 'JM notebook1' sidebar with sections 'Section 1', 'New Section 1', and 'Test section'. The main content area shows a page titled 'Hello World!' with a table containing 'bourbons', 'Jammie dodgers', and 'Rich tea'.

# Add Sections

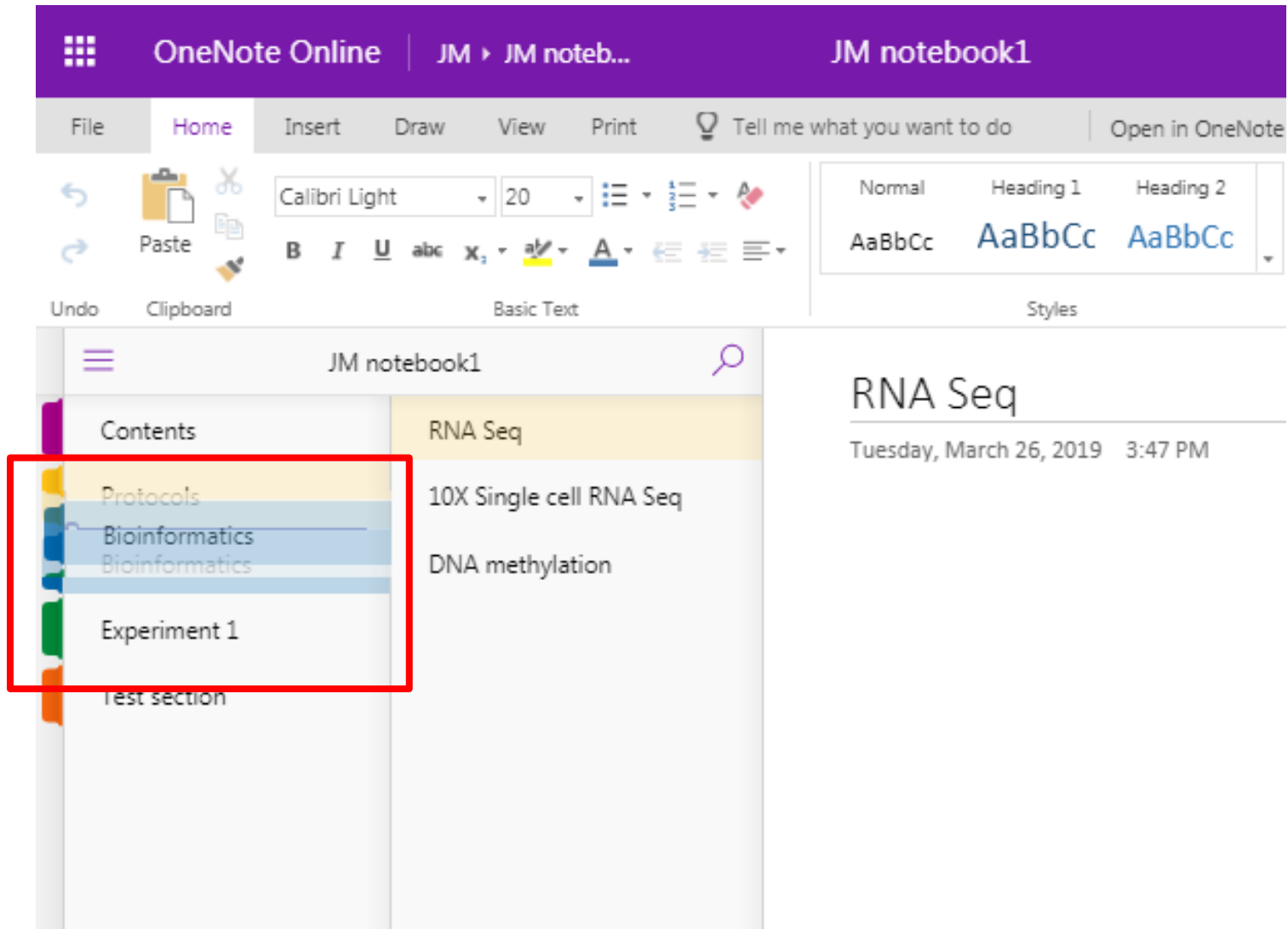


The screenshot displays the OneNote Online interface. At the top, the title bar shows 'OneNote Online' and 'JM notebook1'. Below this is a ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', and 'Print'. The 'Home' tab is active, showing various text formatting options like font face (Calibri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

# Add Sections



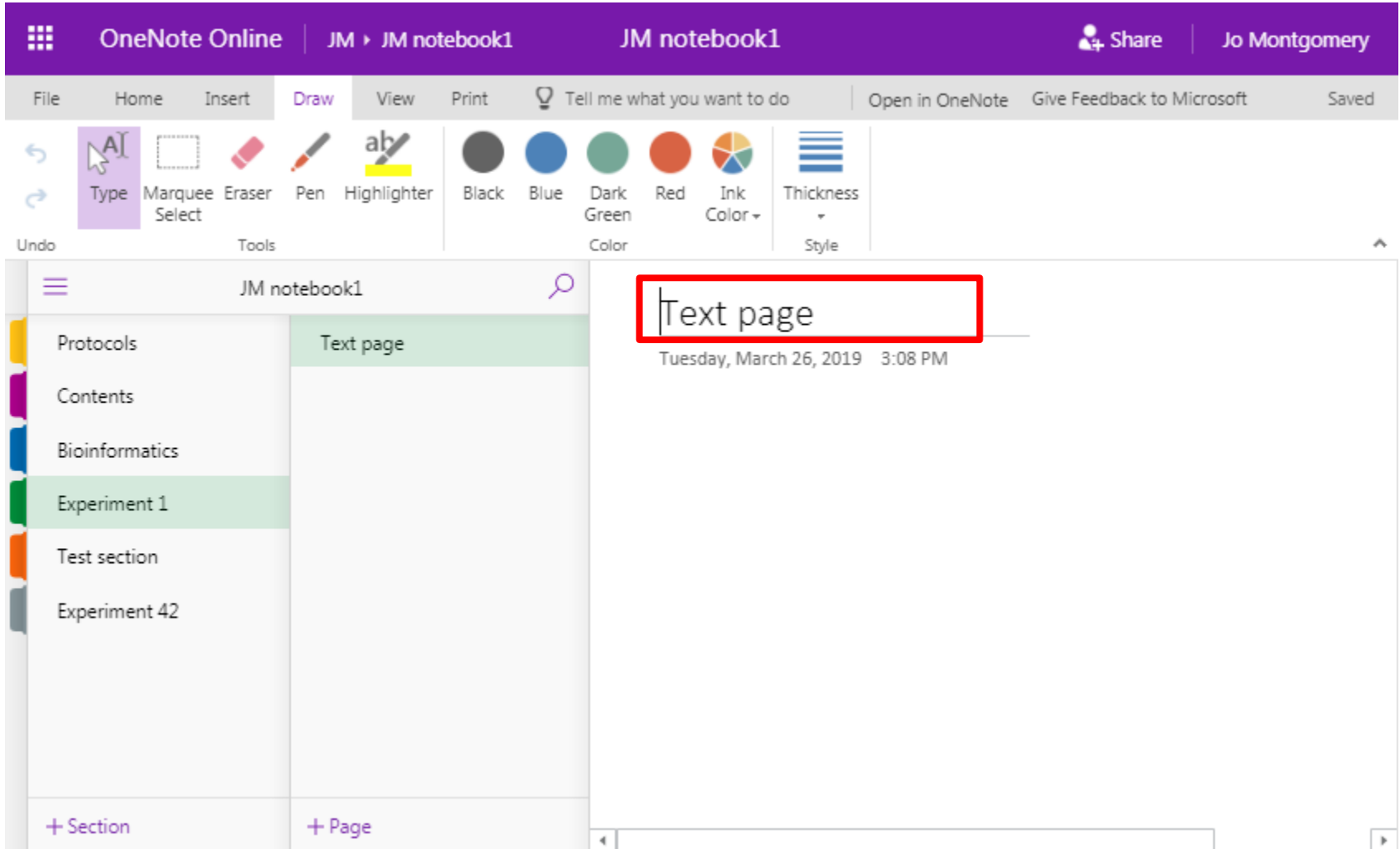
# Add Sections



The screenshot displays the OneNote Online interface. At the top, the navigation bar shows 'OneNote Online', 'JM > JM noteb...', and 'JM notebook1'. Below this is the ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', and 'Print'. The 'Home' tab is active, showing options for 'Undo', 'Clipboard', and 'Basic Text'. The 'Basic Text' group includes font face (Calibri Light), size (20), bold, italic, underline, text color, background color, and text alignment. The 'Styles' group shows 'Normal', 'Heading 1', and 'Heading 2' styles. The main content area shows a heading 'RNA Seq' and a timestamp 'Tuesday, March 26, 2019 3:47 PM'. On the left, the 'JM notebook1' sidebar is visible, with a red box highlighting the 'Bioinformatics' section. The sidebar lists sections: 'Contents', 'RNA Seq', 'Protocols', 'Bioinformatics', 'Bioinformatics', 'Experiment 1', and 'Test section'.

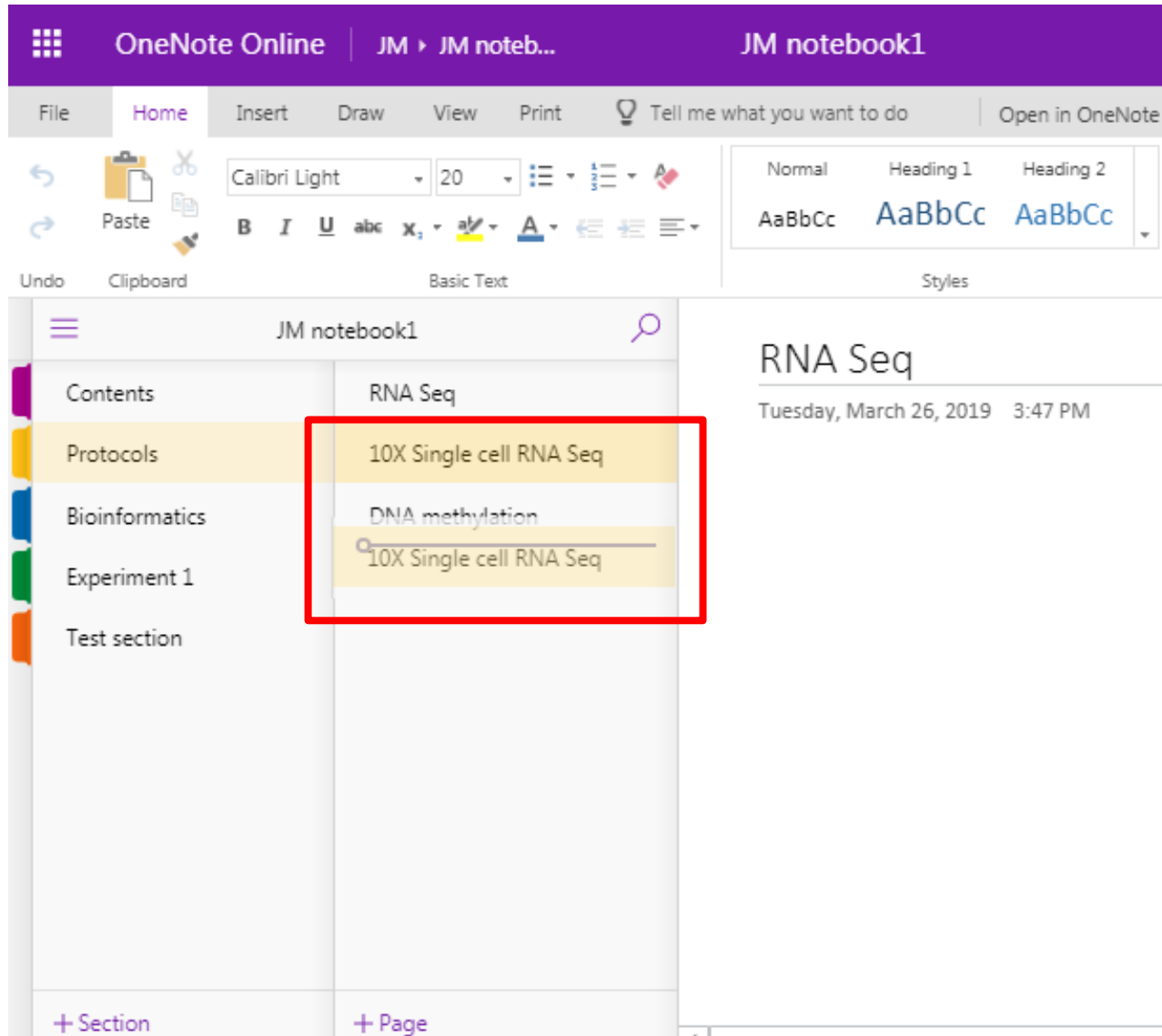


# Pages



The screenshot displays the OneNote Online interface. At the top, the navigation bar shows 'OneNote Online', 'JM > JM notebook1', and 'JM notebook1'. The user's name 'Jo Montgomery' and a 'Share' button are also visible. Below the navigation bar is a ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', and 'Print'. The 'Draw' tab is active, showing various drawing tools like 'Type', 'Marquee Select', 'Eraser', 'Pen', and 'Highlighter'. The 'Color' section includes options for Black, Blue, Dark Green, Red, and Ink Color. The 'Style' section includes a 'Thickness' dropdown. The main content area shows a page titled 'Text page' with a red box around the title. Below the title, the date and time 'Tuesday, March 26, 2019 3:08 PM' are displayed. The left sidebar shows a list of sections: 'Protocols', 'Contents', 'Bioinformatics', 'Experiment 1', 'Test section', and 'Experiment 42'. The 'Experiment 1' section is selected, and the 'Text page' is the active page within it. At the bottom of the sidebar, there are '+ Section' and '+ Page' buttons.

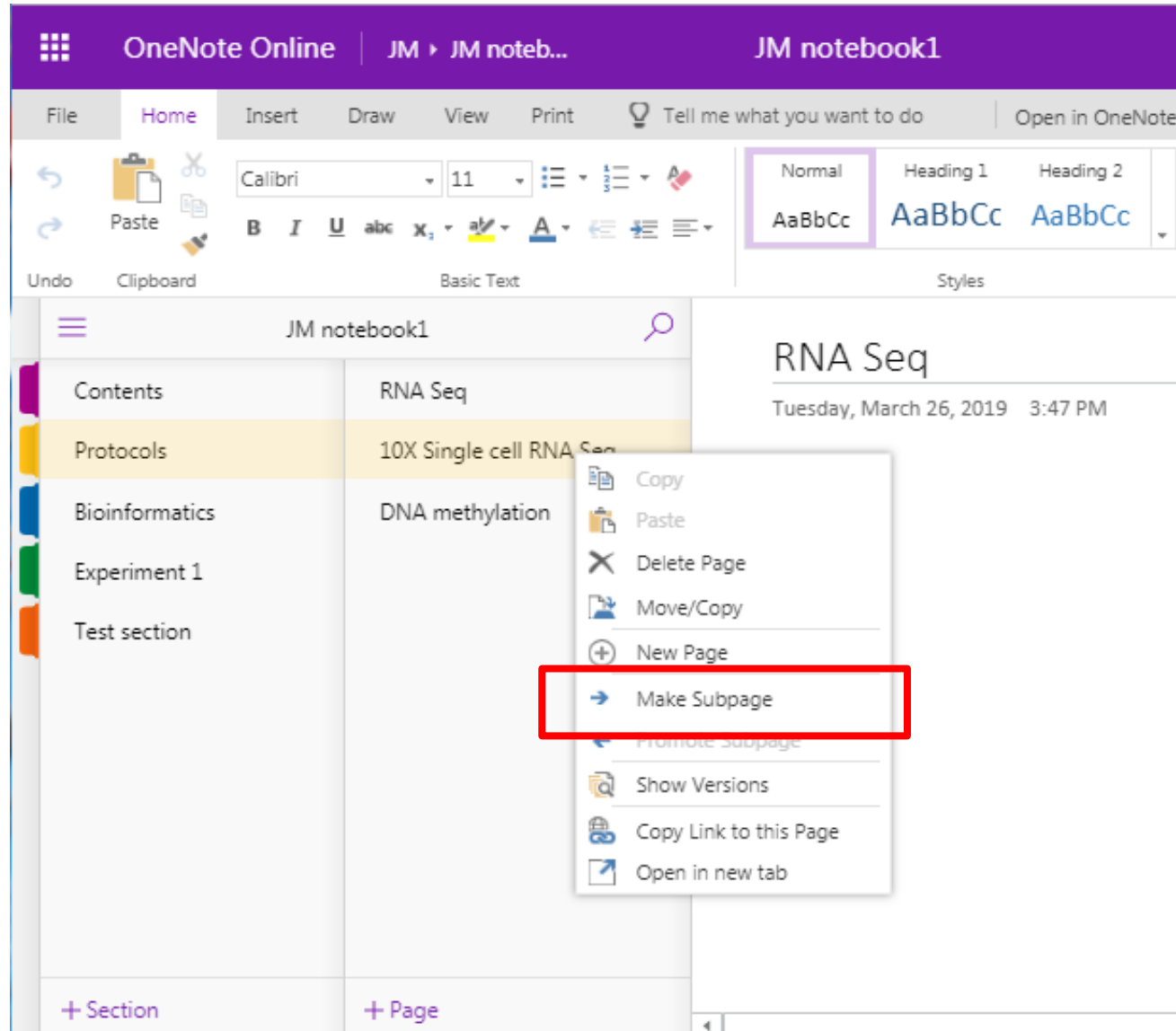
# Pages



The screenshot shows the OneNote Online interface. The top bar is purple and contains the text "OneNote Online", "JM > JM noteb...", and "JM notebook1". Below this is a ribbon with tabs for "File", "Home", "Insert", "Draw", "View", "Print", and "Tell me what you want to do". The "Home" tab is active, showing various text formatting options like font face (Calibri Light), size (20), bold, italic, underline, and text color. A "Styles" panel on the right shows "Normal", "Heading 1", and "Heading 2" styles.

The main content area is divided into two panes. The left pane 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". A red box highlights the "10X Single cell RNA Seq" page in this list. The right pane shows the content of the selected page, titled "RNA Seq", with a date and time stamp: "Tuesday, March 26, 2019 3:47 PM".

# Add sub pages



The screenshot displays the OneNote Online interface for a notebook named 'JM notebook1'. The ribbon is set to 'Home', and the 'Styles' section is visible. The main content area shows a page titled 'RNA Seq' with a timestamp of 'Tuesday, March 26, 2019 3:47 PM'. A context menu is open over the page, listing various actions. The 'Make Subpage' option is highlighted with a red rectangular box.

OneNote Online | JM notebook1

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

Calibri 11

Normal Heading 1 Heading 2

AaBbCc AaBbCc AaBbCc

Undo Clipboard Basic Text Styles

JM notebook1

Contents RNA Seq

Protocols 10X Single cell RNA Seq

Bioinformatics DNA methylation

Experiment 1

Test section

+ Section + Page

Copy

Paste

Delete Page

Move/Copy

New Page

**Make Subpage**

Promote Subpage

Show Versions

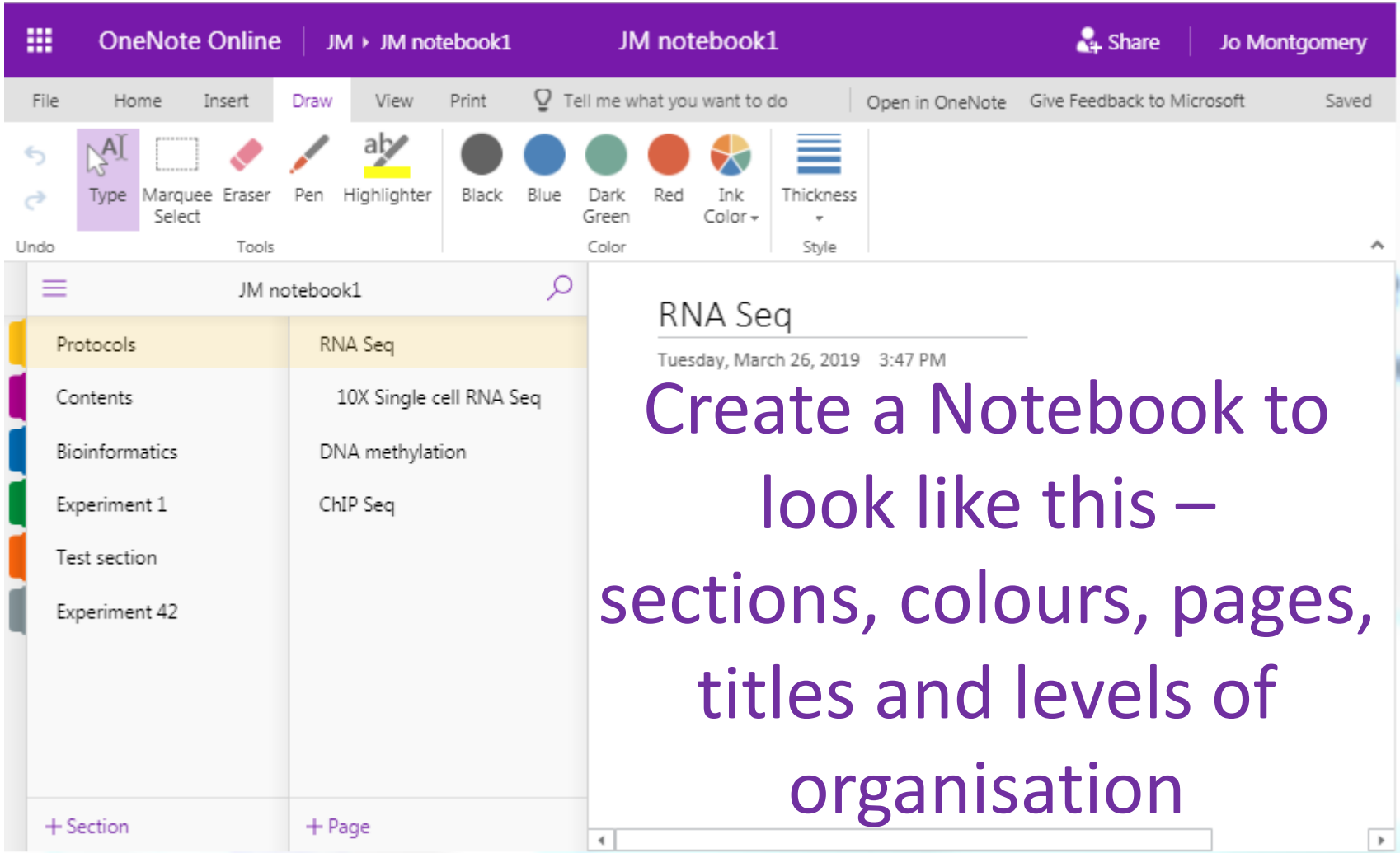
Copy Link to this Page

Open in new tab

# Exercise 2

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

# Exercise 2



The screenshot shows the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM > JM notebook1', 'JM notebook1', 'Share', and 'Jo Montgomery'. The ribbon is set to 'Draw', showing tools like 'Type', 'Marquee Select', 'Eraser', 'Pen', and 'Highlighter', along with color and thickness options. The left sidebar shows a notebook structure with sections: 'Protocols', 'Contents', 'Bioinformatics', 'Experiment 1', 'Test section', and 'Experiment 42'. The 'Protocols' section is expanded, showing pages: 'RNA Seq', '10X Single cell RNA Seq', 'DNA methylation', and 'ChIP Seq'. The main content 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'.

# What can you do in OneNote?



OneNote



# What can you do in OneNote?

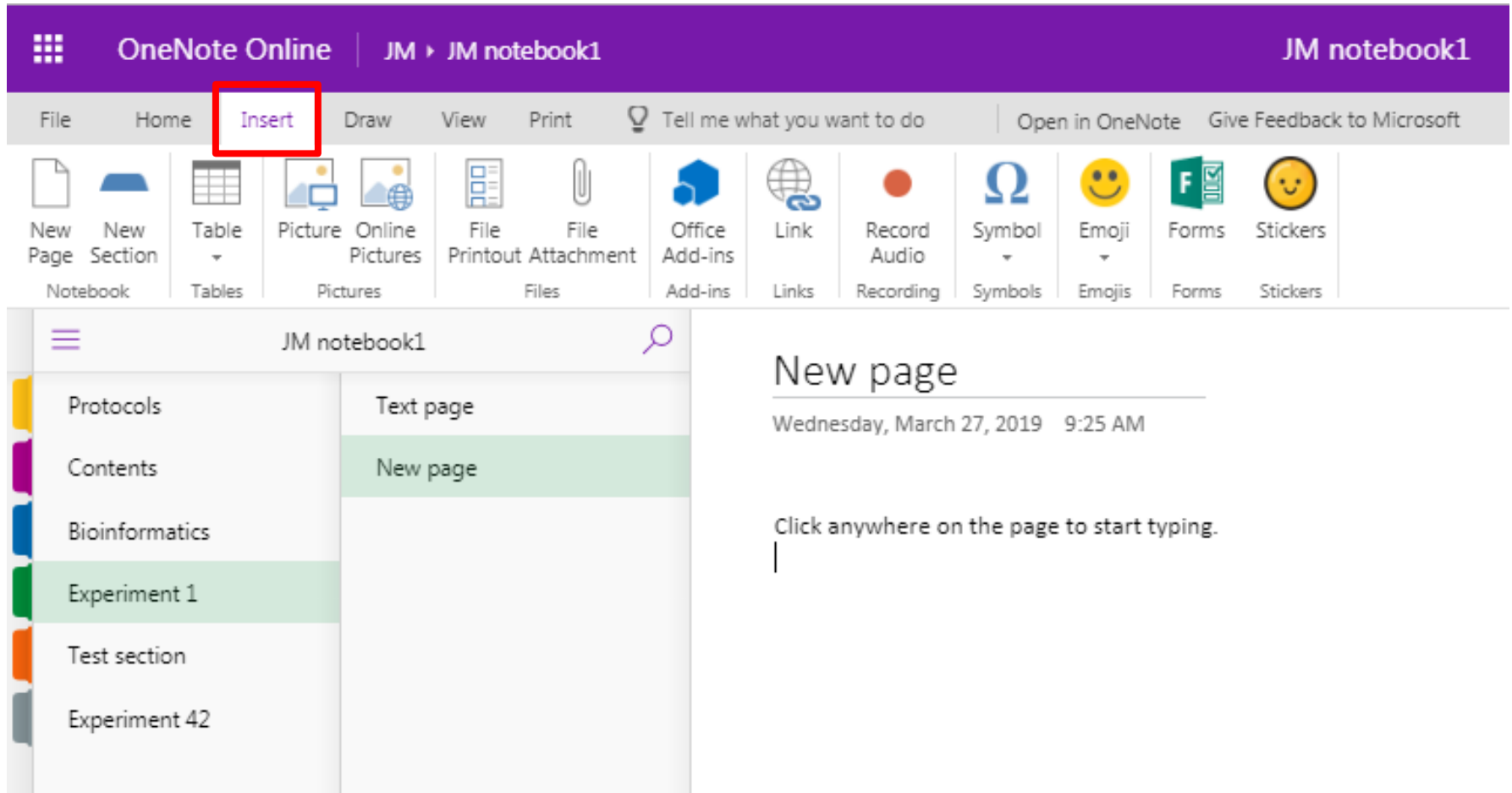
- Add text
- Make tables
- Insert images
- Insert/attach files
- Add links

# Stuff you don't need

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



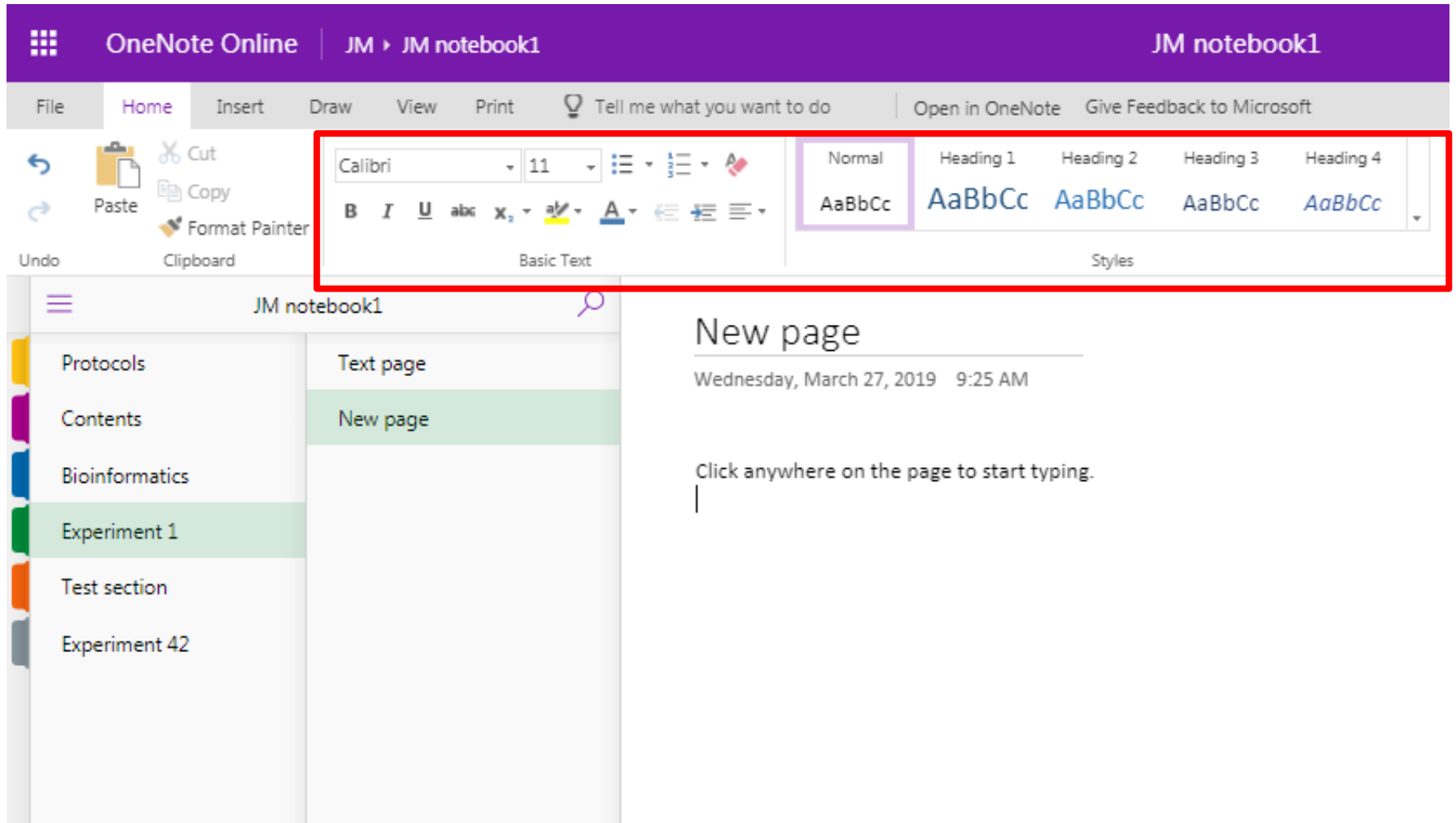
# How to add things



The screenshot shows the OneNote Online interface. The top navigation bar is purple and contains the text "OneNote Online" and "JM notebook1". The ribbon is light gray and has several tabs: "File", "Home", "Insert", "Draw", "View", "Print", and "Tell me what you want to do". The "Insert" tab is highlighted with a red box. Below the ribbon, there are several groups of icons for inserting content: "New Page", "New Section", "Table", "Picture", "Online Pictures", "File Printout Attachment", "Office Add-ins", "Link", "Record Audio", "Symbol", "Emoji", "Forms", and "Stickers".

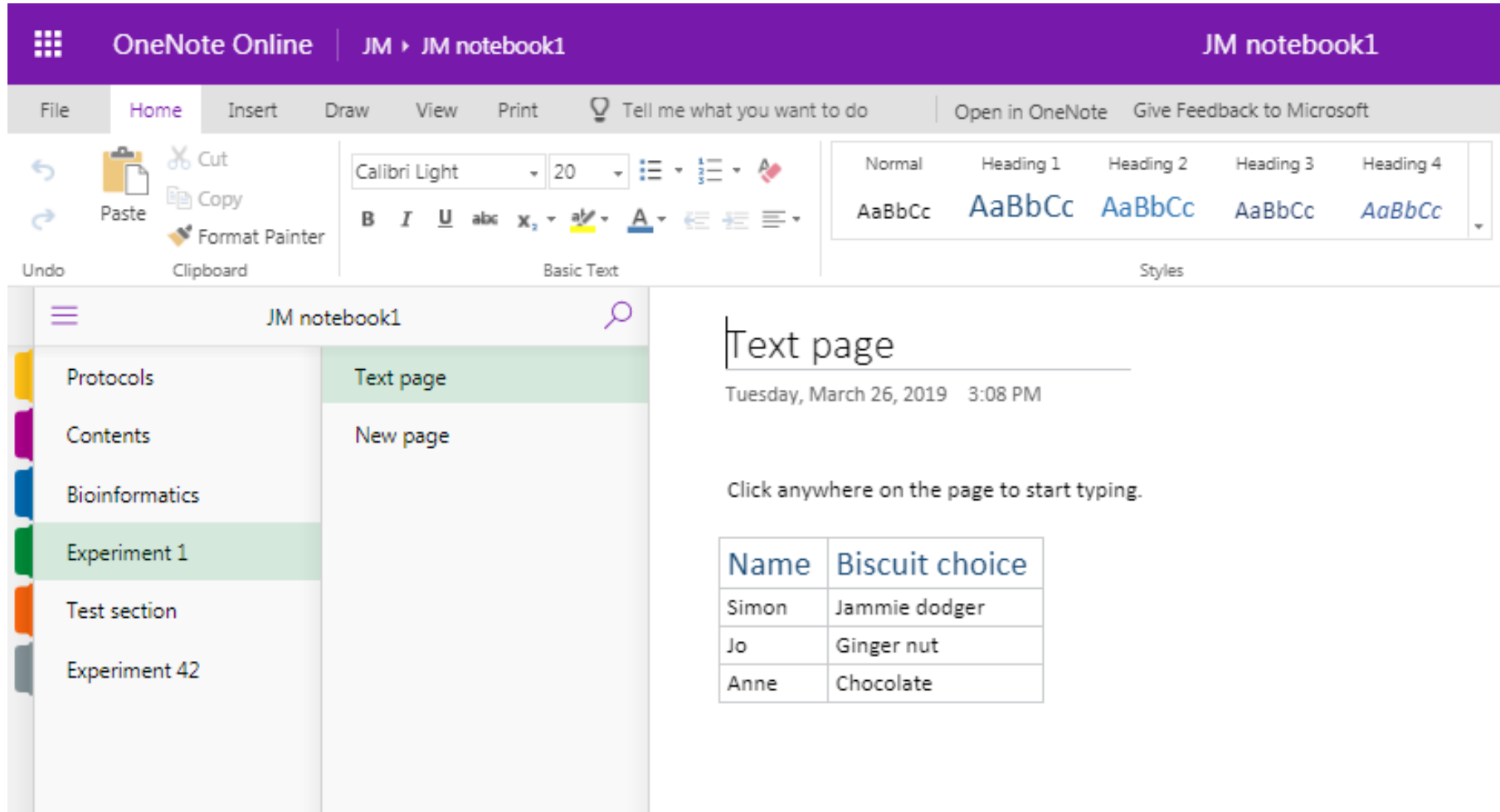
The main content area shows a "New page" document. The title is "New page" and the date and time are "Wednesday, March 27, 2019 9:25 AM". Below the title, there is a prompt: "Click anywhere on the page to start typing." followed by a vertical cursor line.

# 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 (x). The "Styles" section includes options for Normal, Heading 1, Heading 2, Heading 3, and Heading 4. Below the ribbon, the left sidebar shows a list of pages: "Text page", "New page", "Protocols", "Contents", "Bioinformatics", "Experiment 1", "Test section", and "Experiment 42". The "New page" is currently selected. The main content area shows a "New page" heading, a date and time stamp "Wednesday, March 27, 2019 9:25 AM", and a prompt "Click anywhere on the page to start typing." with a cursor.

# Tables



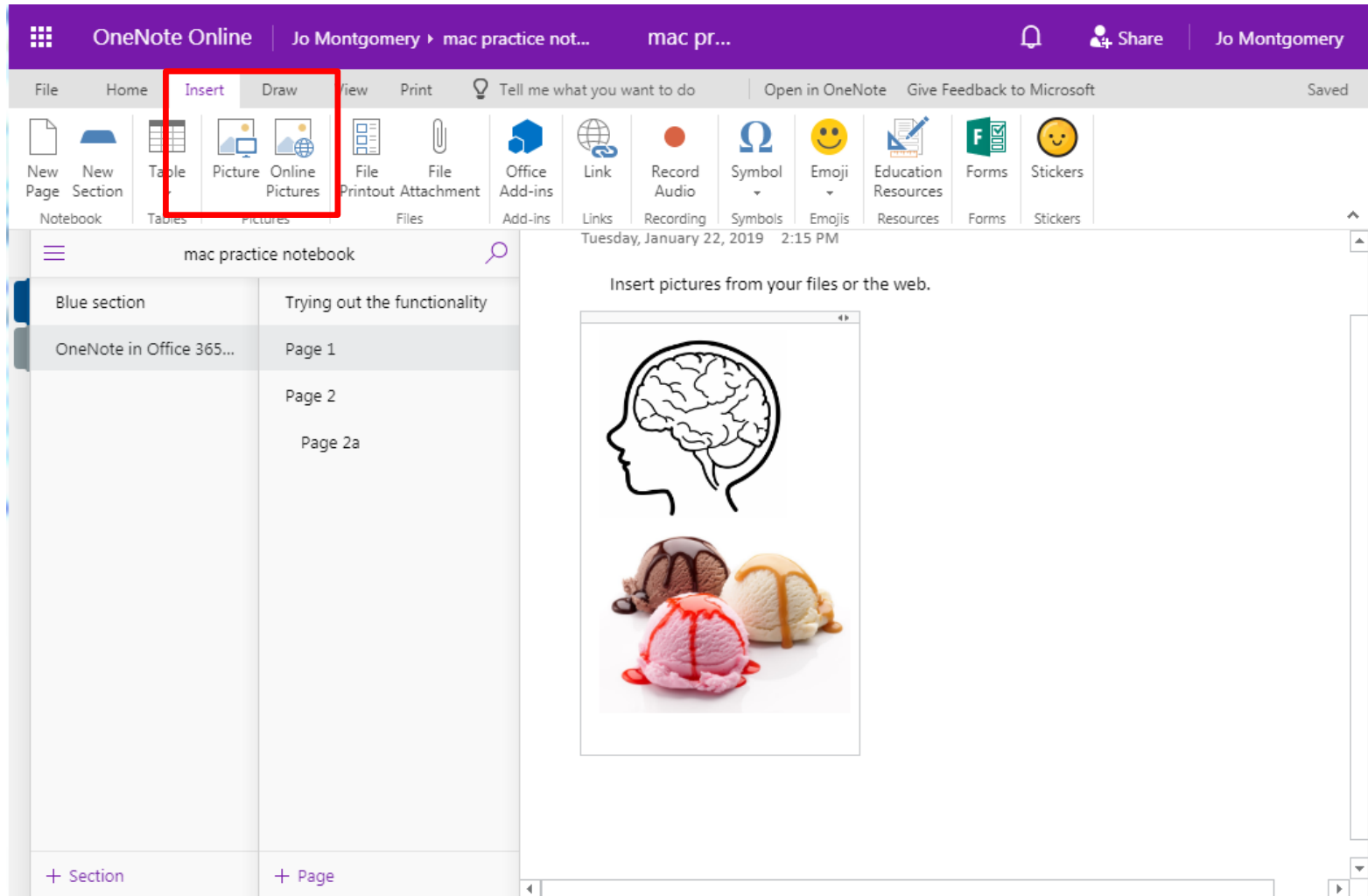
The screenshot shows the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM > JM notebook1', and 'JM notebook1'. The ribbon is set to 'Home' and shows options for 'File', 'Insert', 'Draw', 'View', and 'Print'. The 'Basic Text' group includes 'Undo', 'Paste', 'Cut', 'Copy', 'Format Painter', 'Calibri Light', '20', 'B', 'I', 'U', 'abc', 'x<sub>2</sub>', 'A', and alignment options. The 'Styles' group shows 'Normal', 'Heading 1', 'Heading 2', 'Heading 3', and 'Heading 4'. The left sidebar shows a navigation pane with 'JM notebook1' and a list of pages: 'Protocols', 'Contents', 'Bioinformatics', 'Experiment 1', 'Test section', and 'Experiment 42'. The main content area shows a 'Text page' with the title 'Text page', the date and time '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 displays the OneNote Online interface. The top navigation bar includes "OneNote Online", the notebook name "mac practice not...", and the page name "mac pr...". The ribbon is set to the "Insert" tab, which is highlighted with a red box. The ribbon contains several groups of icons: "Table", "Picture" (with a sub-menu for "Online Pictures"), "File Printout Attachment", "Office Add-ins", "Link", "Record Audio", "Symbol", "Emoji", "Education Resources", "Forms", and "Stickers". The main content area shows a notebook titled "mac practice notebook" with a table of sections and pages. The "Blue section" contains "Trying out the functionality", and "OneNote in Office 365..." contains "Page 1", "Page 2", and "Page 2a". The main content area also displays the text "Insert pictures from your files or the web." and a placeholder image showing a brain diagram and three scoops of ice cream.

# Images



 + Shift + S



 + Shift + 4

# Exercise 3

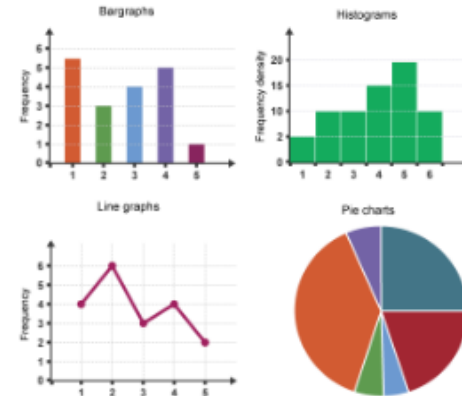
Adding text, tables, formatting and  
images

# 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:

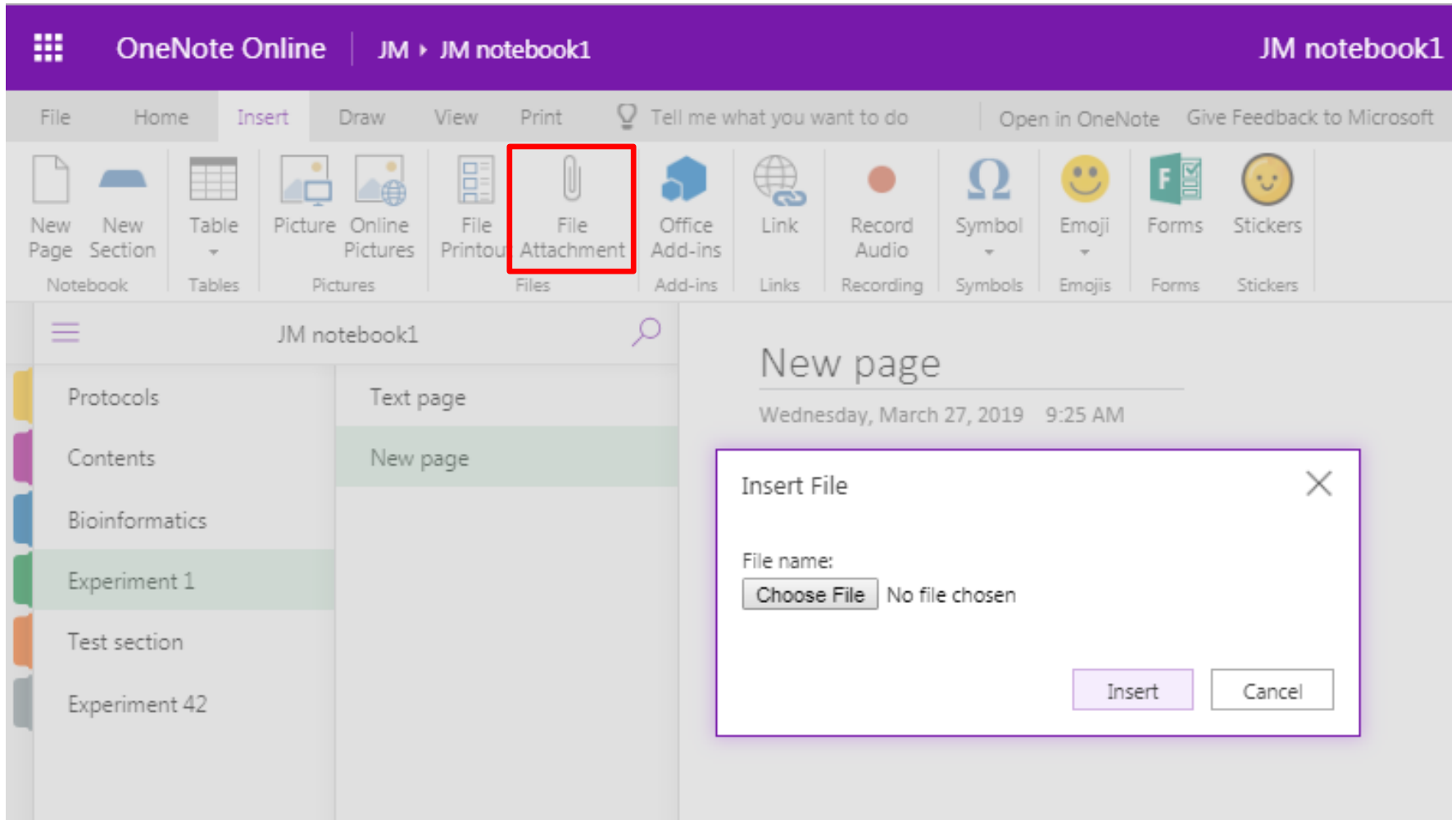
See separate protocol [here](#) as there are many sources of coffee and machines with which to provide it in Bioinformatics.



# Add files and links

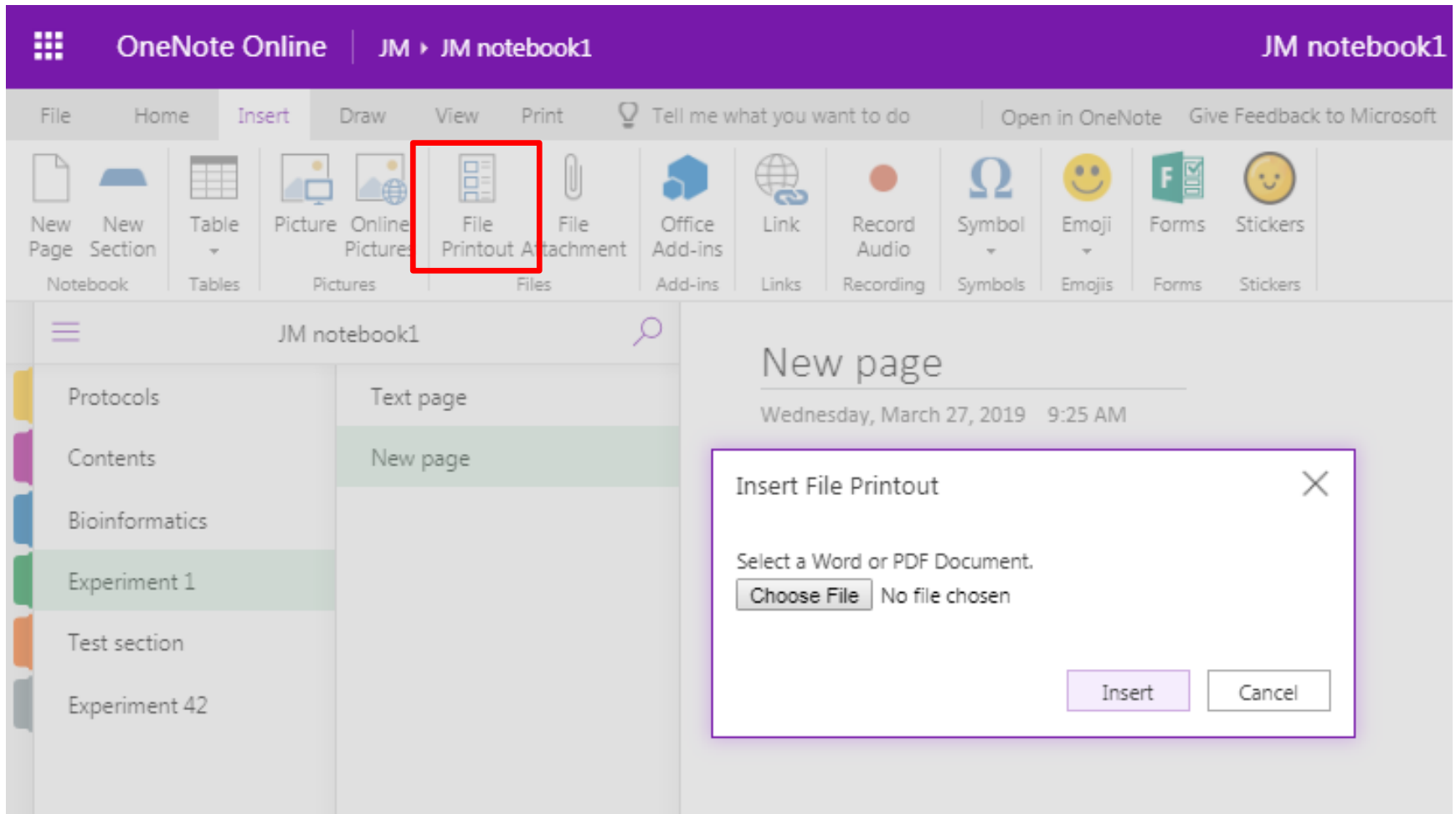
- File
  - Attachment
  - File printout
- Link
  - Point elsewhere

# Insert a File



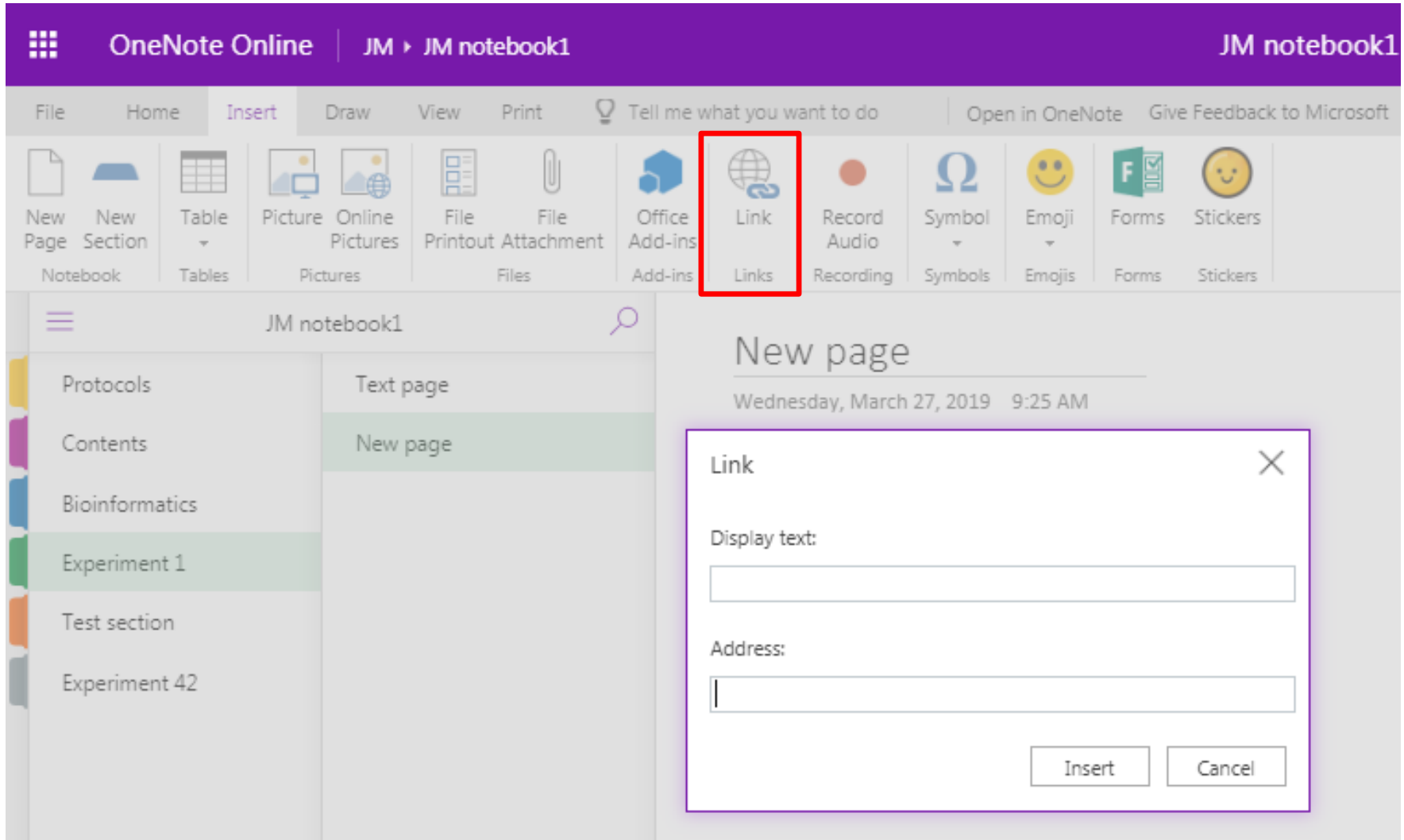
The screenshot displays the OneNote Online interface. The top navigation bar shows 'OneNote Online' and 'JM notebook1'. The 'Insert' ribbon is active, and the 'File Attachment' button, represented by a paperclip icon, is highlighted with a red box. Below the ribbon, the 'New page' dialog is open, showing the date and time 'Wednesday, March 27, 2019 9:25 AM'. An 'Insert File' dialog box is overlaid on the page, containing a 'File name:' field with a 'Choose File' button and the text 'No file chosen'. At the bottom of the dialog are 'Insert' and 'Cancel' buttons.

# 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 the 'Insert' tab, with the 'File Printout Attachment' icon highlighted by 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 ribbon is set to the 'Insert' tab. 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, 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, with a purple border. It contains two input fields: 'Display text:' and 'Address:'. The 'Address' field has a cursor. At the bottom of the dialog are 'Insert' and 'Cancel' buttons.

# Add links

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

# Add links

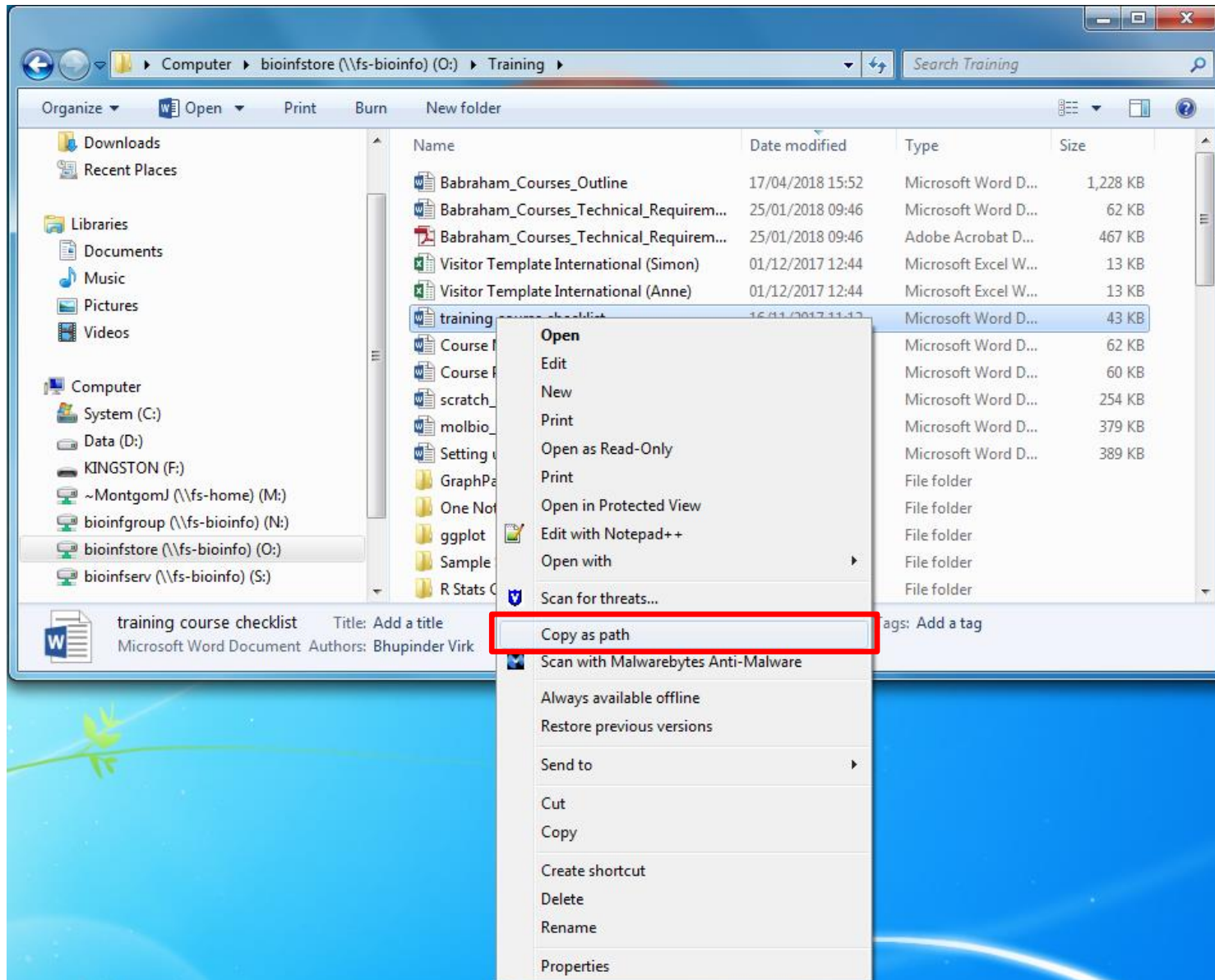
- Link to files stored elsewhere
  - Direct link doesn't work – tries to make the file path a URL
  - 2 options

# Add links

## 1. Give file location

- **Shift + Right Click** on file in finder > *copy as path*
- 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 displays the OneNote Online interface. At the top, the title bar shows 'OneNote Online' and 'JM notebook1'. The ribbon is set to the 'Insert' tab, which includes options 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 pages: '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"' being entered into the page.

# 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 (/)
- Not a dynamic link
- Copy this link into browser and it should go to file location

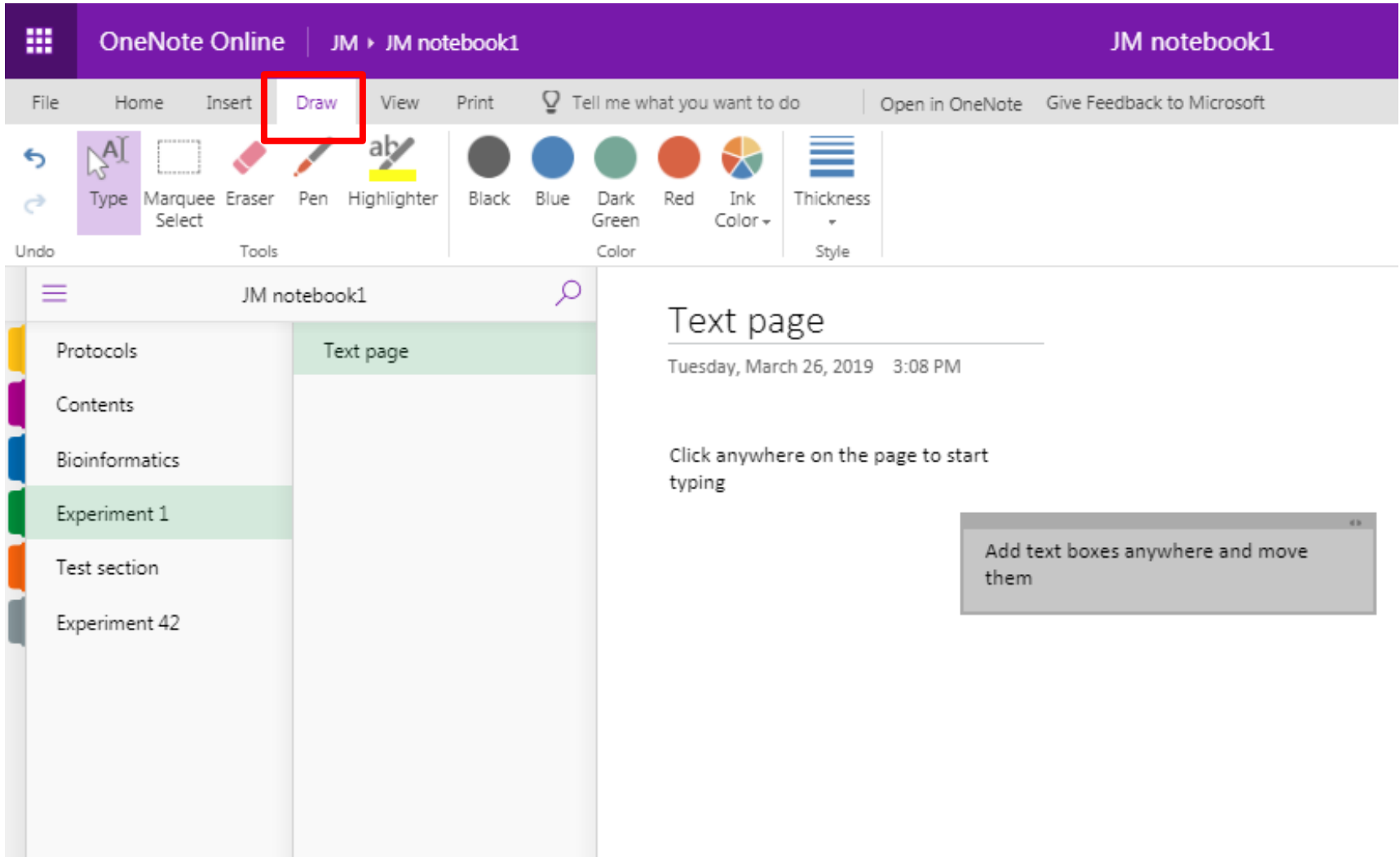
# Exercise 4

## Adding files and links

# Other useful stuff

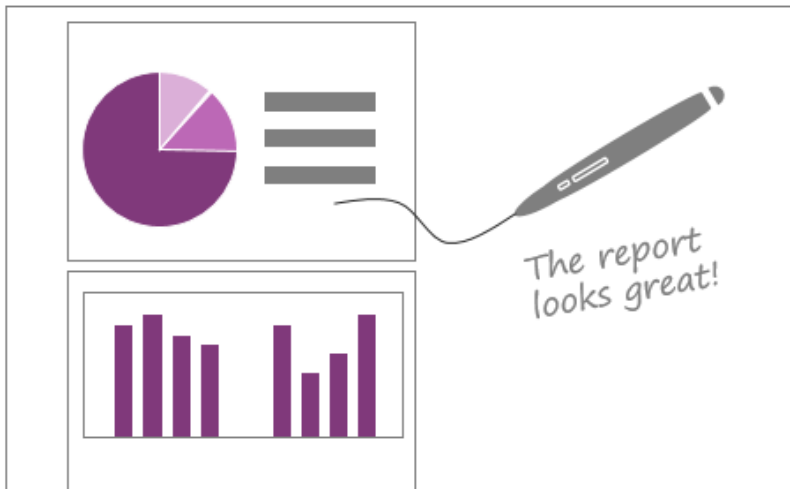
- Draw
- To Do list
- Quick note

# Draw



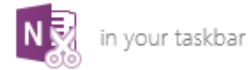
The screenshot displays the OneNote Online interface. At the top, the title bar shows "OneNote Online" and "JM notebook1". The ribbon is set to the "Draw" tab, which is highlighted with a red box. The ribbon includes the following options: "File", "Home", "Insert", "Draw", "View", "Print", "Tell me what you want to do", "Open in OneNote", and "Give Feedback to Microsoft". The "Draw" ribbon contains several tool groups: "Undo", "Type" (with a mouse cursor icon), "Marquee Select", "Eraser", "Pen", "Highlighter", "Color" (with color swatches for Black, Blue, Dark Green, and Red), "Ink Color" (with a color wheel), and "Thickness" (with a dropdown arrow). The left sidebar shows a navigation pane for "JM notebook1" with a search icon. The main content area displays a "Text page" with the date and time "Tuesday, March 26, 2019 3:08 PM" and the instruction "Click anywhere on the page to start typing". A grey box on the right side of the page contains the text "Add text boxes anywhere and move them".

# Write notes on slides

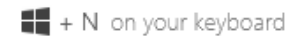


## Write notes on slides

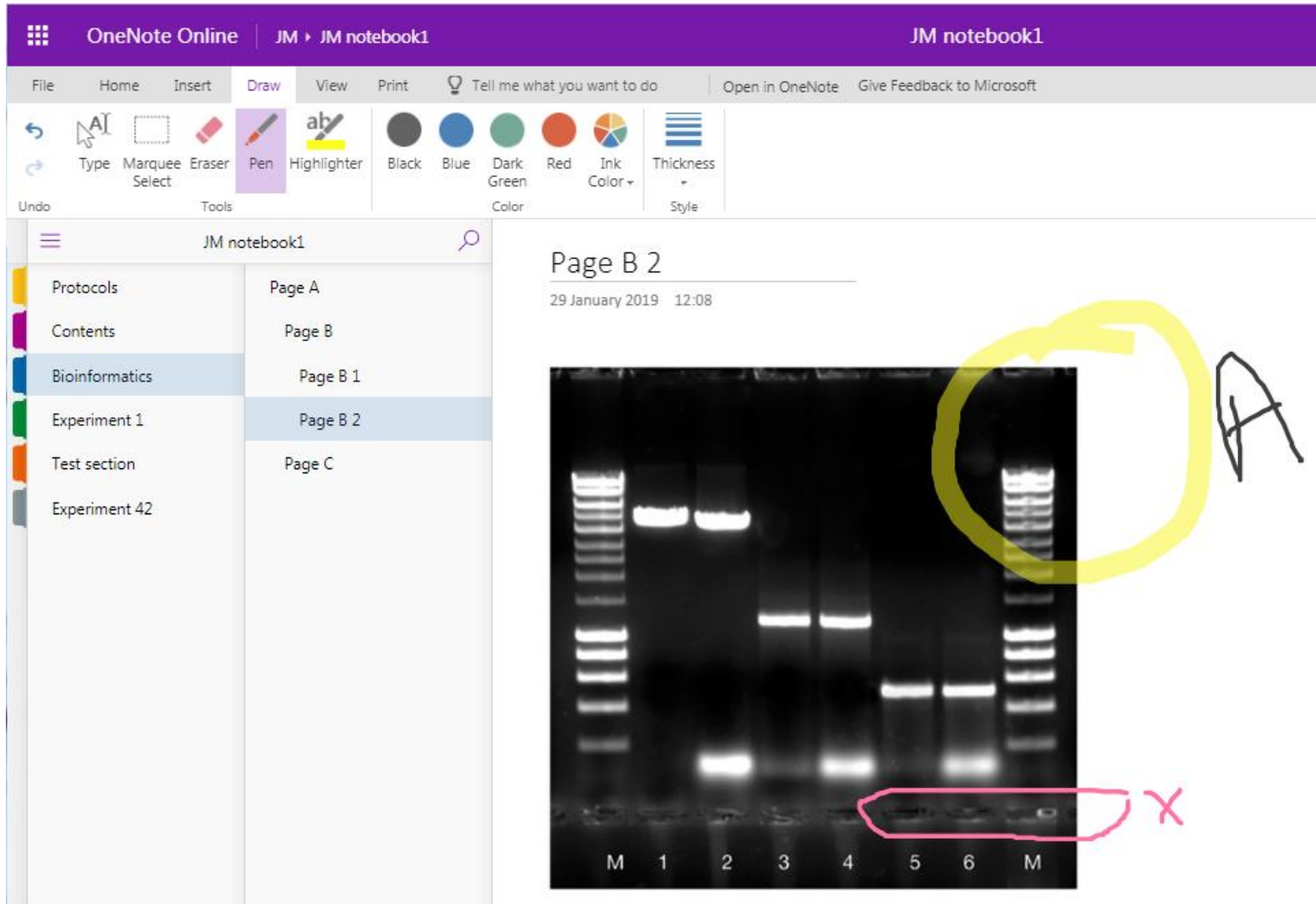
- Send PowerPoint or Word docs to OneNote
- Annotate with a stylus on your tablet
- Highlight and finger-paint



OR

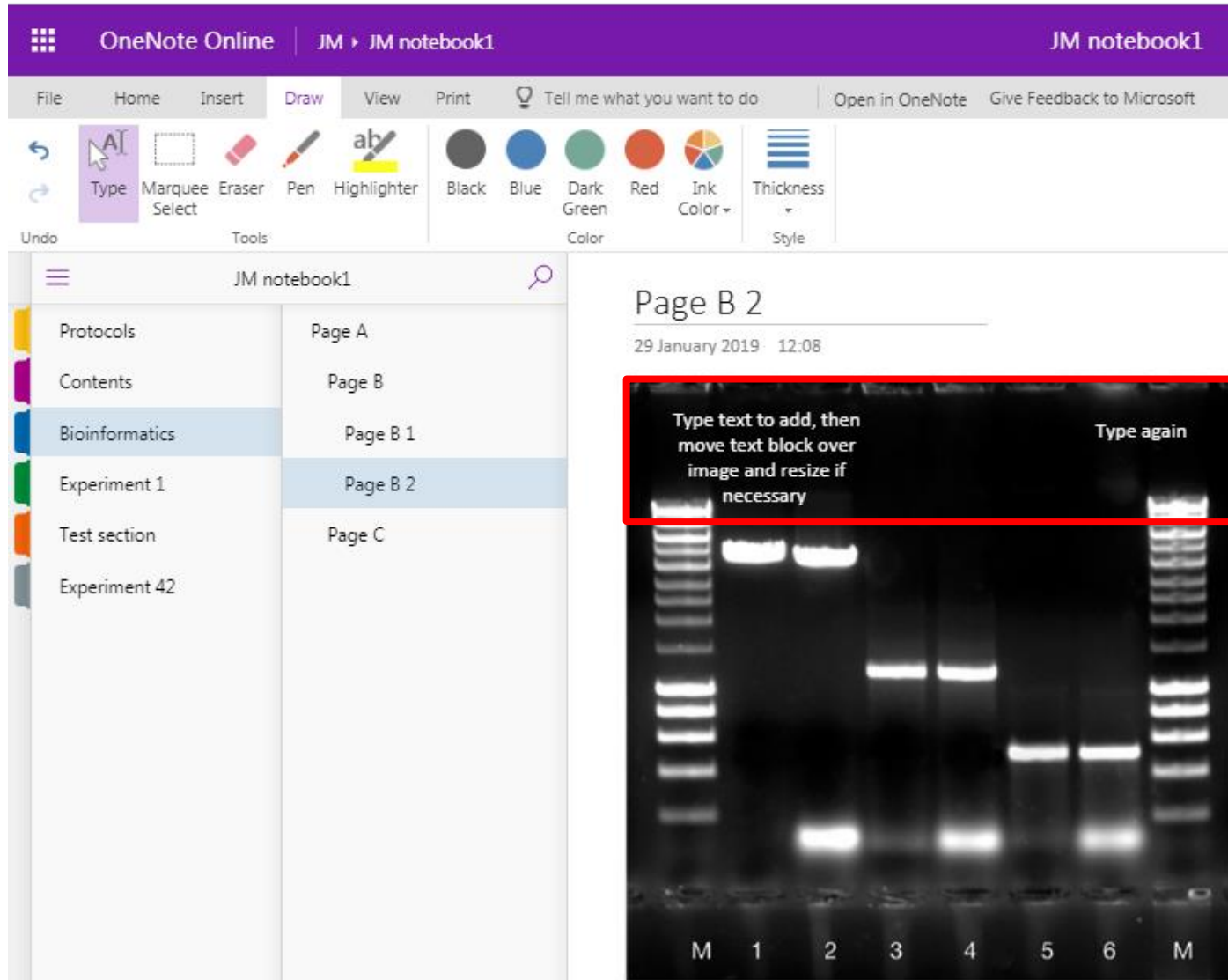


# Annotate images



The screenshot displays the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM notebook1', and 'JM notebook1'. The ribbon shows the 'Draw' tab with various drawing tools. The left sidebar lists the notebook's structure, with 'Page B 2' selected. The main content area shows 'Page B 2' with a date and time stamp. The central image is a gel electrophoresis image with lanes labeled M, 1, 2, 3, 4, 5, 6, and M. A yellow circle highlights a band in lane 2, with a handwritten 'A' next to it. A pink oval highlights a band in lane 5, with a handwritten 'X' next to it.

# 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. A gel electrophoresis image is displayed with a red box highlighting text annotations: 'Type text to add, then move text block over image and resize if necessary' and 'Type again'. The gel image has lanes labeled 'M', '1', '2', '3', '4', '5', '6', and 'M' at the bottom.

Page
Page A
Page B
Page B 1
Page B 2
Page C

Page B 2  
29 January 2019 12:08

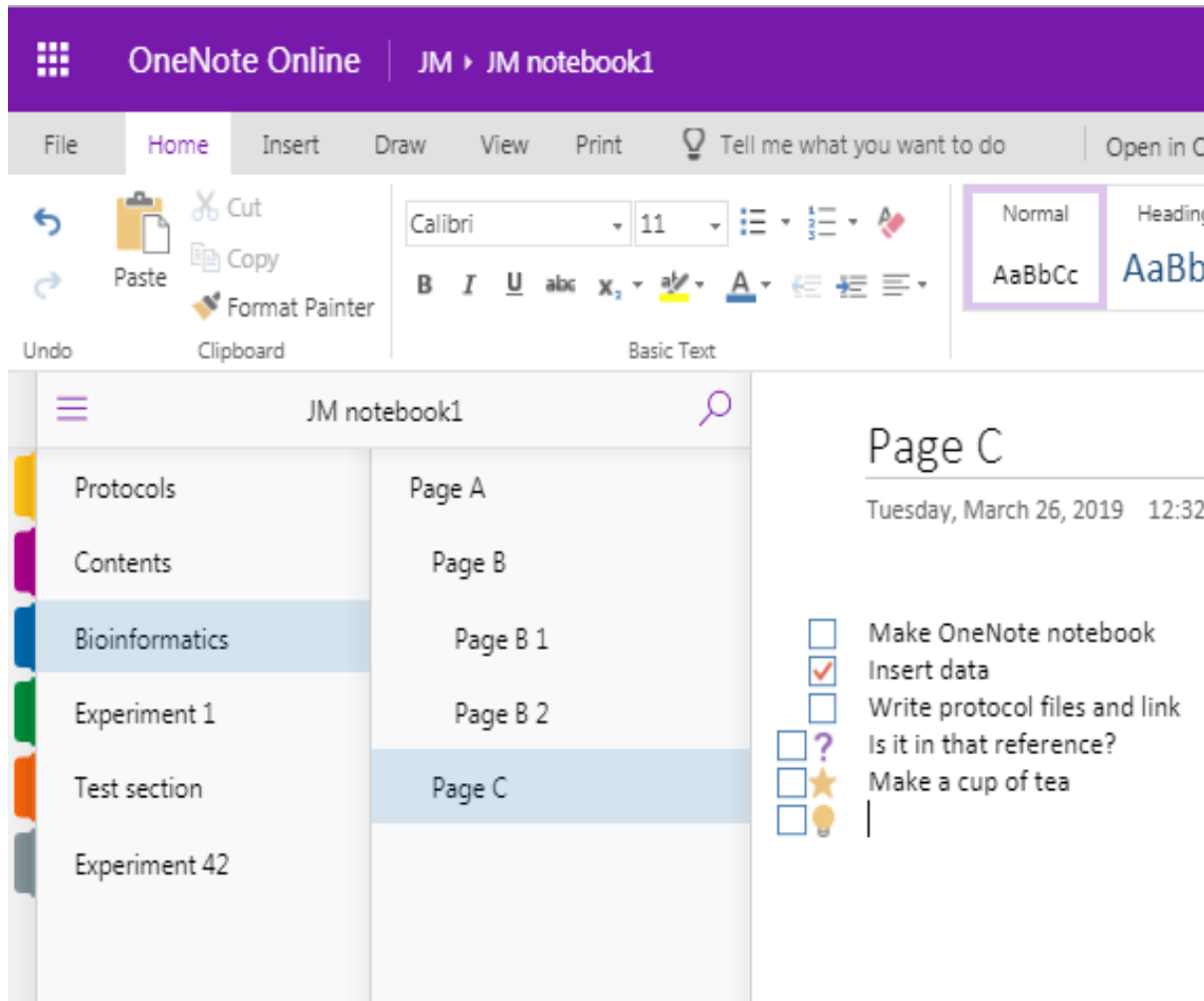
Type text to add, then move text block over image and resize if necessary

Type again

M 1 2 3 4 5 6 M



# To Do list



OneNote Online | JM > JM notebook1

File Home Insert Draw View Print Tell me what you want to do Open in O

Undo Clipboard Basic Text

JM notebook1

- Protocols
- Contents
- Bioinformatics
- Experiment 1
- Test section
- Experiment 42

Page A

Page B

Page B 1

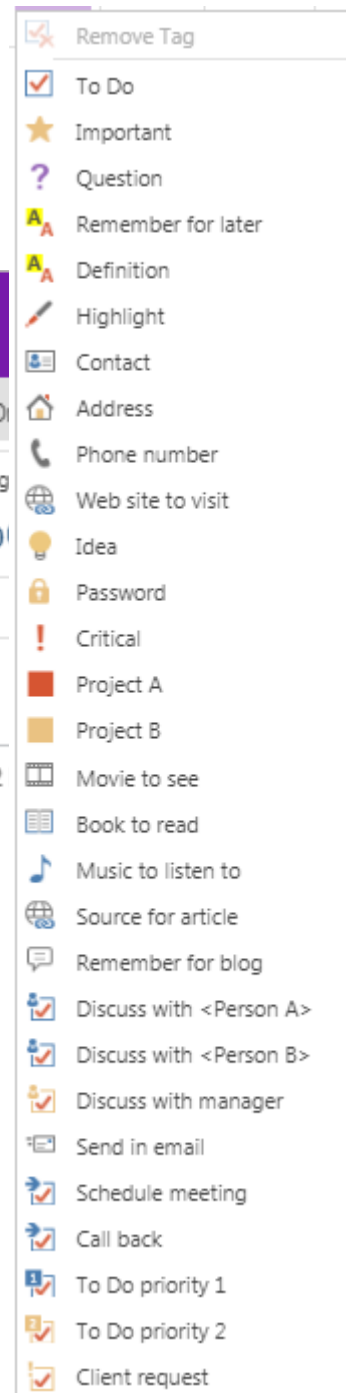
Page B 2

Page C

Page C

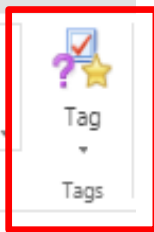
Tuesday, March 26, 2019 12:32

- Make OneNote notebook
- Insert data
- Write protocol files and link
- ? Is it in that reference?
- ★ Make a cup of tea
- 💡



Remove Tag

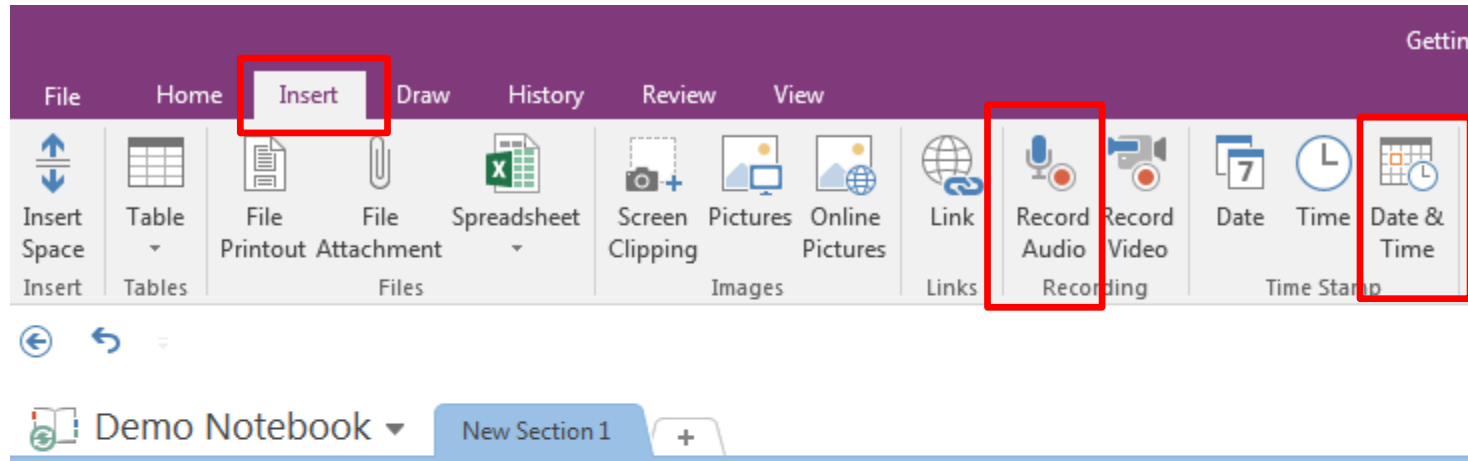
- To Do
- ★ Important
- ? Question
- AA Remember for later
- AA Definition
- Highlight
- Contact
- Address
- Phone number
- Web site to visit
- Idea
- Password
- ! Critical
- Project A
- Project B
- Movie to see
- Book to read
- Music to listen to
- Source for article
- Remember for blog
- Discuss with <Person A>
- Discuss with <Person B>
- Discuss with manager
- Send in email
- Schedule meeting
- Call back
- To Do priority 1
- To Do priority 2
- Client request



Tag

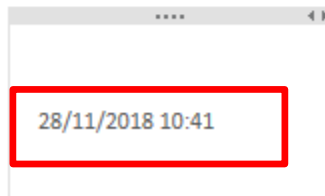
Tags

# Add a Time and Date stamp



## Getting started

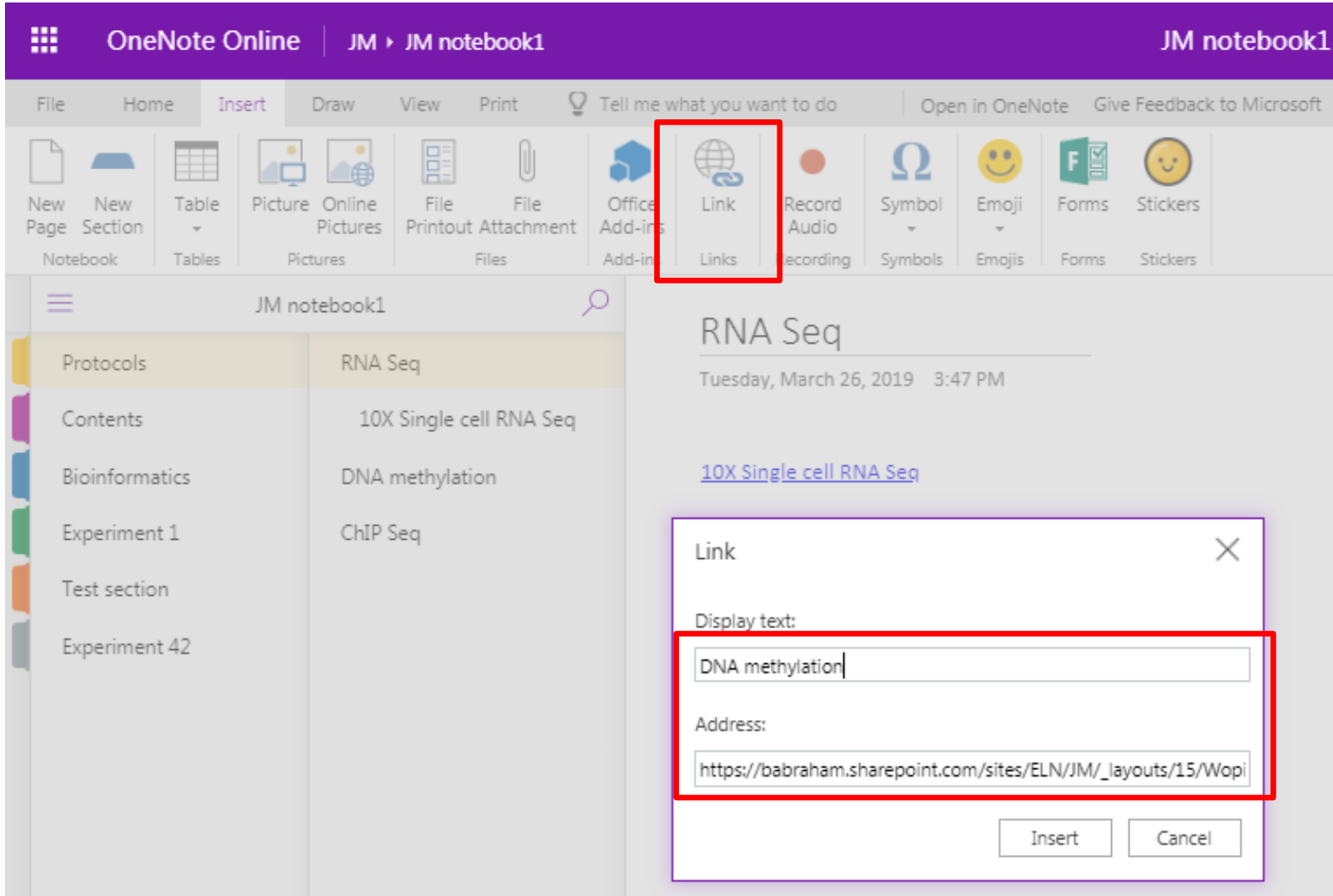
28 November 2018 10:19



# 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



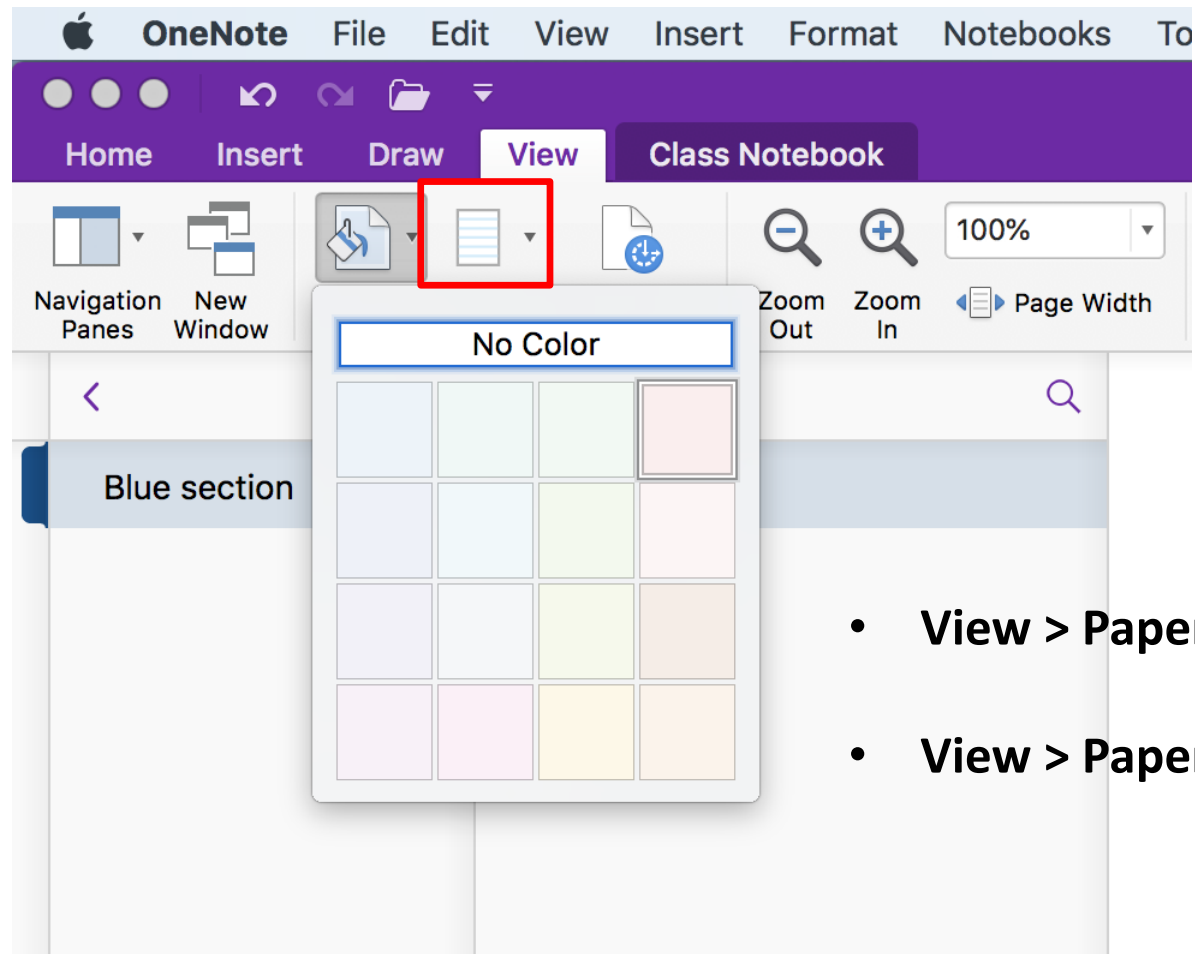
The screenshot shows the OneNote Online interface. The ribbon is set to the 'Insert' tab, and the 'Link' button is highlighted with a red box. Below the ribbon, the 'Link' dialog box is open, also highlighted with a red box. The dialog box contains the following information:

- Display text: DNA methylation
- Address: [https://babraham.sharepoint.com/sites/ELN/JM/\\_layouts/15/Wopi](https://babraham.sharepoint.com/sites/ELN/JM/_layouts/15/Wopi)

The background shows a table of contents for 'JM notebook1' with the following entries:

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

# Page backgrounds and lines

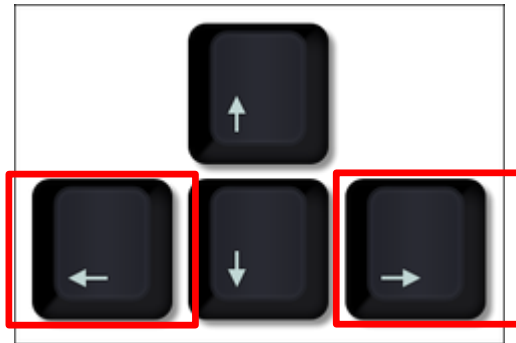


- **View > Paper Style**
- **View > Paper color**

# Other hints and tips

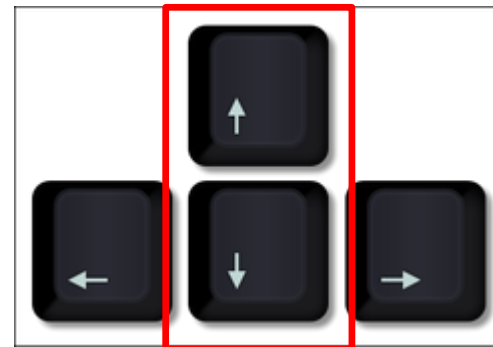
- Indent and outdent

- Alt + Shift +



- Rearrange order in a list using

- Alt + Shift +



# Other hints and tips




- Maths functions  
OneNote 10

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

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

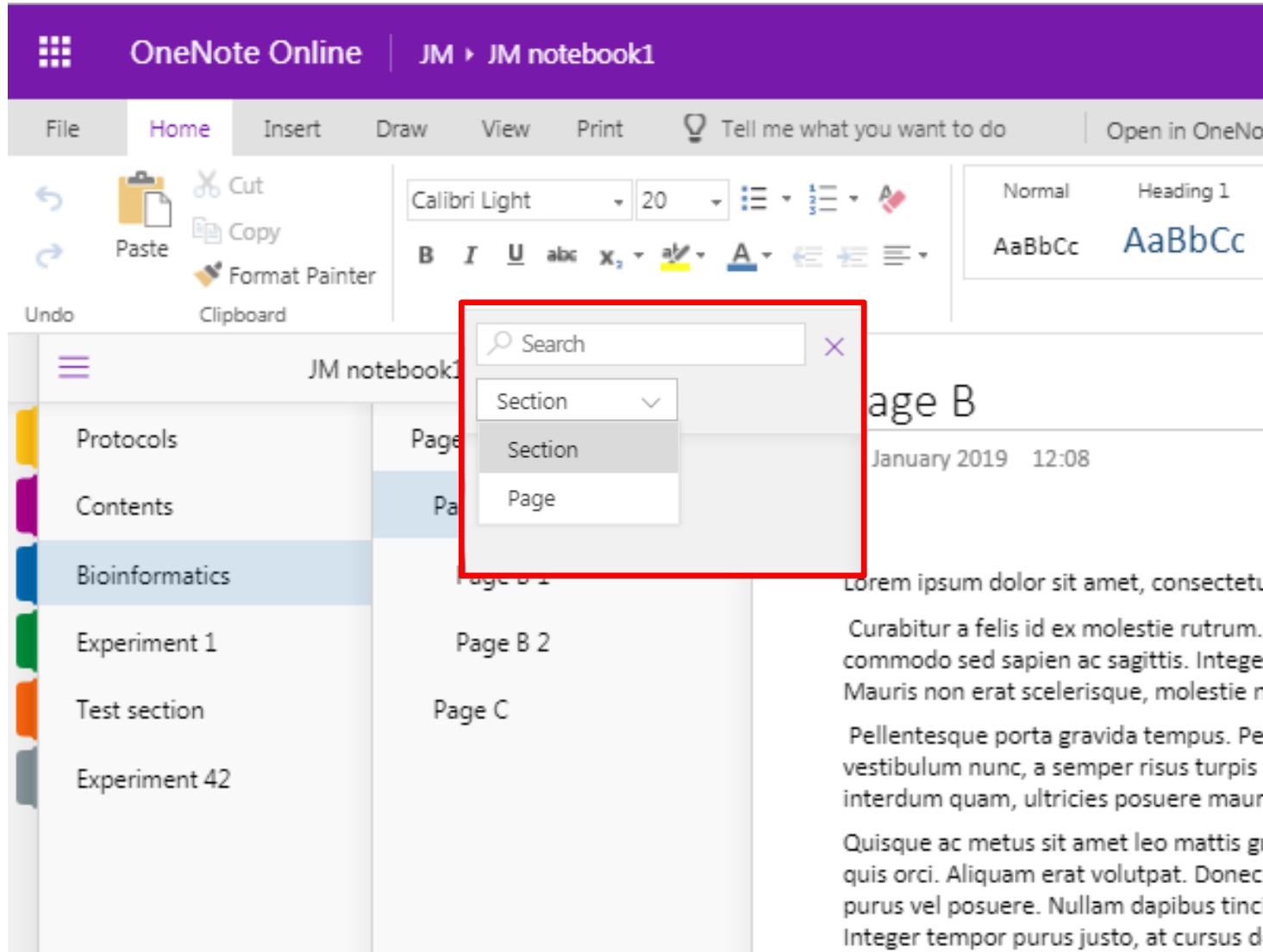
**Quick Start Examples**

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

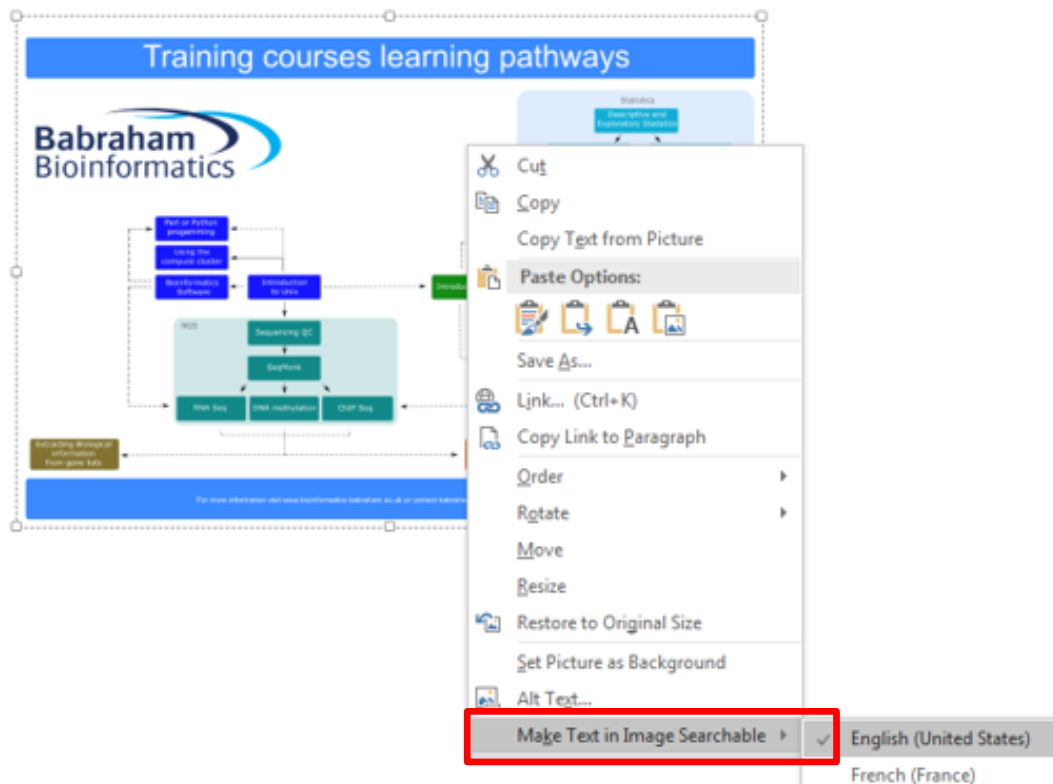
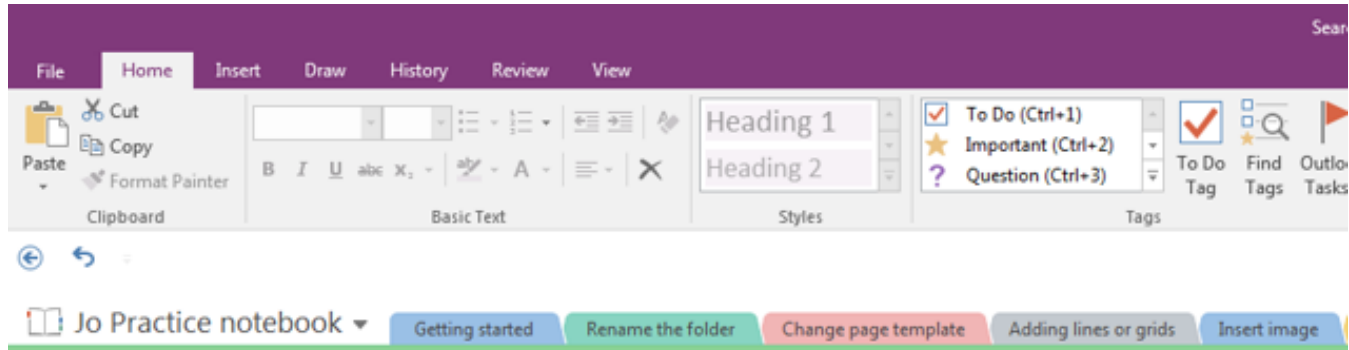
# Search Text



The screenshot displays the OneNote Online interface. At the top, the title bar shows 'OneNote Online' and 'JM > JM notebook1'. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', and a search bar. The 'Home' ribbon is active, showing font settings (Calibri Light, size 20) and paragraph styles (Normal, Heading 1). A search dialog box is open, highlighted with a red border, containing a search input field, a dropdown menu with 'Section' selected, and a list of search results: 'Section' and 'Page'. The background shows a sidebar with a tree view containing 'Protocols', 'Contents', 'Bioinformatics', 'Experiment 1', 'Test section', and 'Experiment 42'. The main content area shows 'Page B' with a date 'January 2019 12:08' and several paragraphs of placeholder text.



# 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

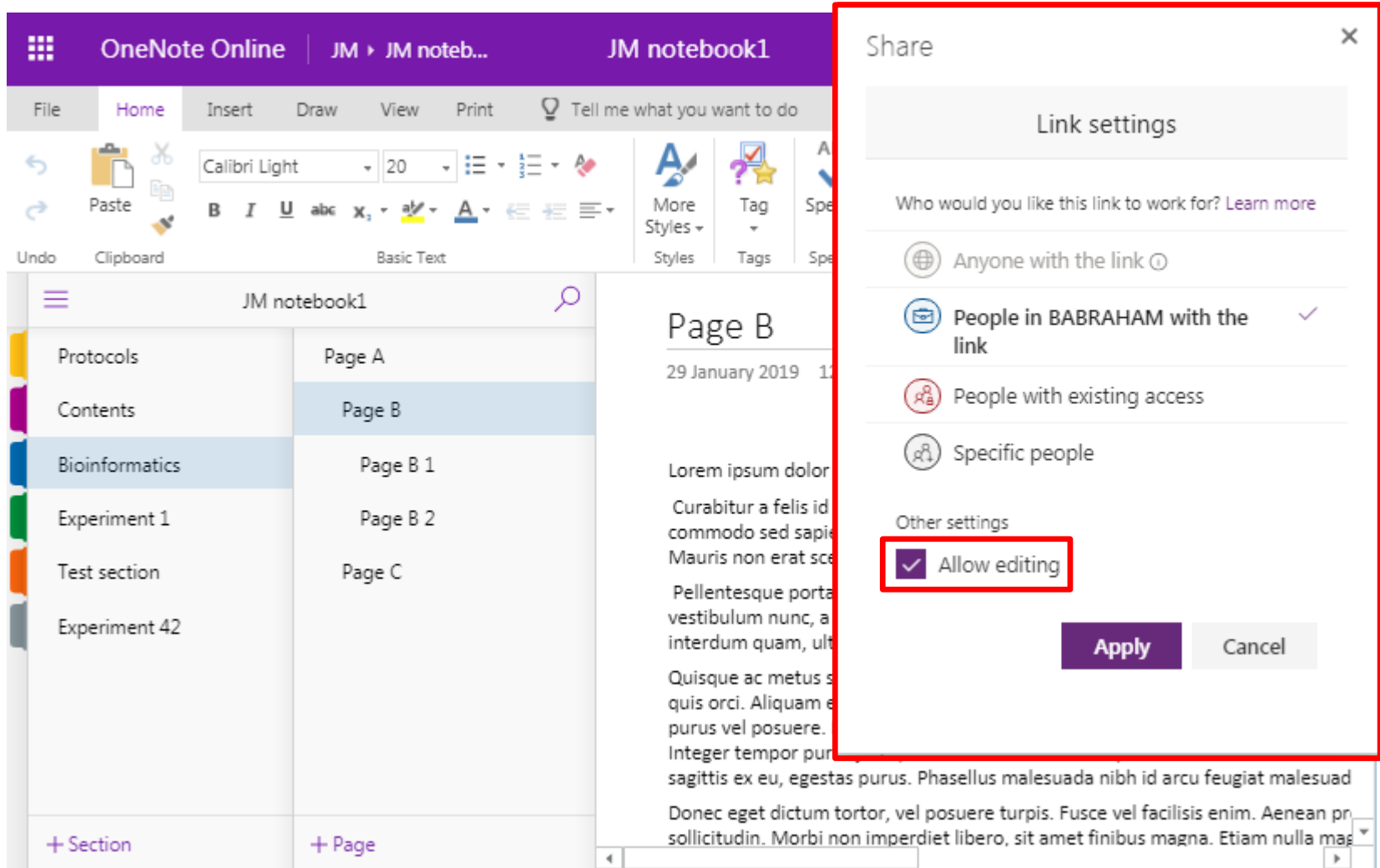
# Exercise 5

Other useful tools

# Sharing OneNote notebooks

- Sharepoint ELN
- OneDrive
- Other locations

# Sharing OneNote notebooks

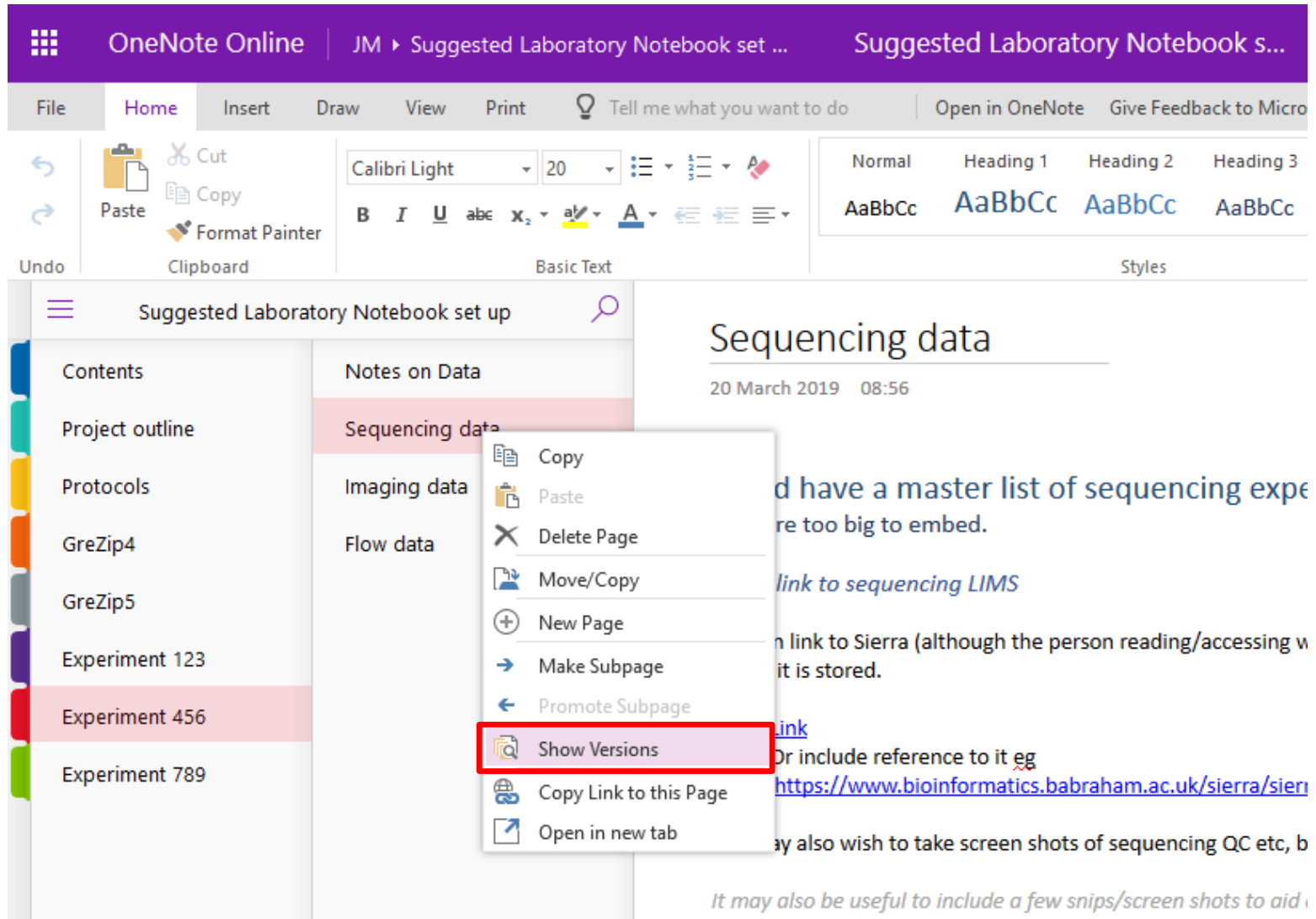


The screenshot shows the OneNote Online interface with a 'Share' dialog box open. The dialog box is titled 'Share' and has a close button (X) in the top right corner. It contains the following elements:

- Link settings**: A section header.
- Who would you like this link to work for?**: A question with a 'Learn more' link.
- 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**: Two buttons at the bottom right.

The background shows the OneNote Online interface with the 'JM notebook1' selected. The left sidebar shows a list of sections: Protocols, Contents, Bioinformatics, Experiment 1, Test section, and Experiment 42. The main content area shows 'Page B' with a date of '29 January 2019' and some placeholder text.

# Versions



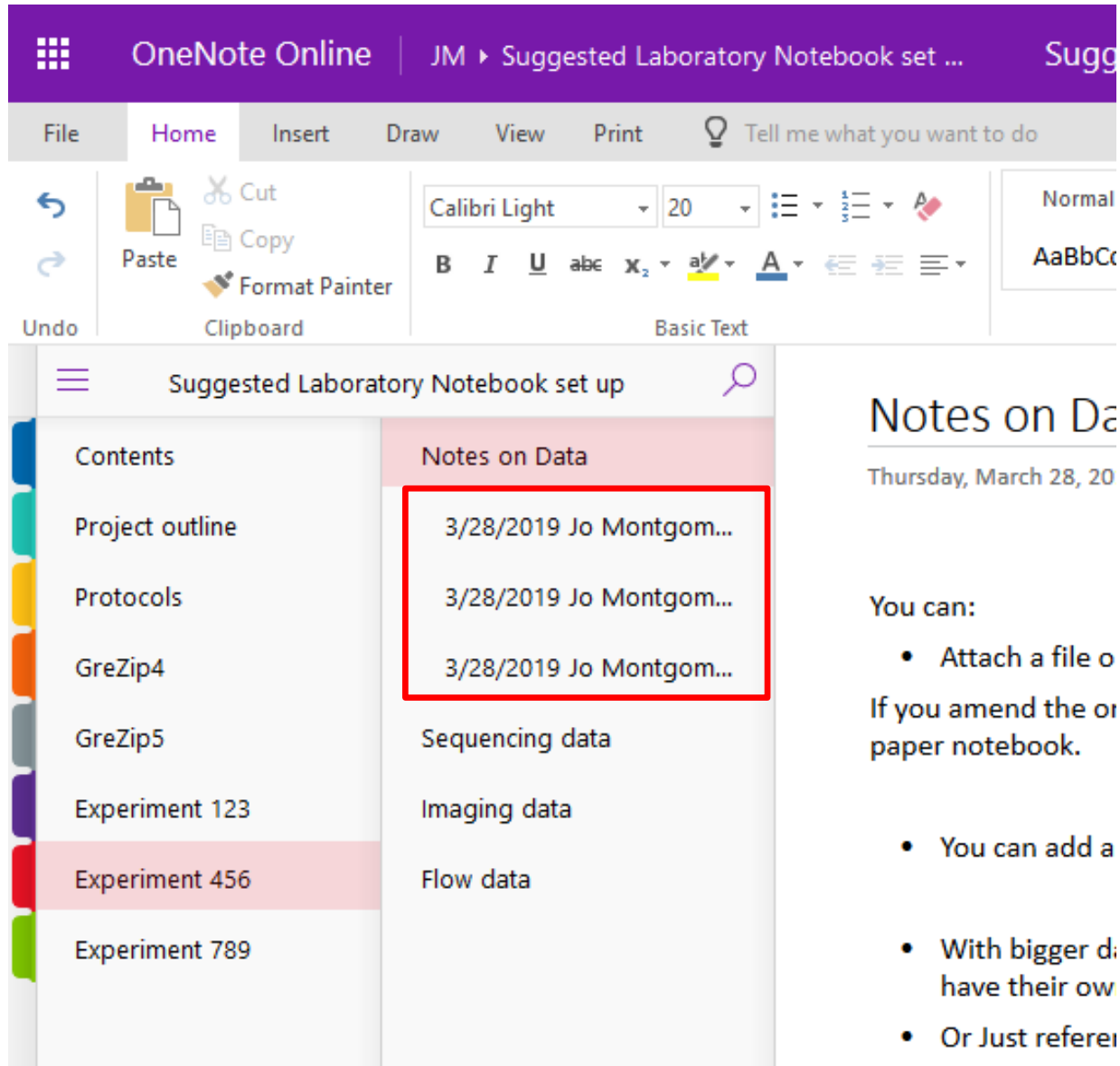
The screenshot shows the OneNote Online interface. The top navigation bar includes 'OneNote Online', 'JM > Suggested Laboratory Notebook set ...', and 'Suggested Laboratory Notebook s...'. The ribbon is set to 'Home' and shows options for 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', and a search bar 'Tell me what you want to do'. The 'Clipboard' group includes 'Undo', 'Paste', 'Cut', 'Copy', and 'Format Painter'. The 'Basic Text' group shows font settings for 'Calibri Light' and size '20', along with bold, italic, underline, and text color options. The 'Styles' group shows 'Normal', 'Heading 1', 'Heading 2', and 'Heading 3' with their respective text styles.

The main content area shows a notebook titled 'Suggested Laboratory Notebook set up'. The left sidebar contains a table of contents with items like 'Contents', 'Project outline', 'Protocols', 'GreZip4', 'GreZip5', 'Experiment 123', 'Experiment 456', and 'Experiment 789'. The 'Sequencing data' page is selected, and a context menu is open over it. The 'Show Versions' option is highlighted with a red box. Other menu options include 'Copy', 'Paste', 'Delete Page', 'Move/Copy', 'New Page', 'Make Subpage', 'Promote Subpage', 'Copy Link to this Page', and 'Open in new tab'.

The page content includes a heading 'Sequencing data' with a date and time '20 March 2019 08:56'. The text on the page discusses having a master list of sequencing experiments and includes a link to 'sequencing LIMS'. It also mentions a link to 'Sierra' and provides a URL: <https://www.bioinformatics.babraham.ac.uk/sierra/sierra>. The text concludes with 'Or include reference to it eg' and 'may also wish to take screen shots of sequencing QC etc, b'.

At the bottom of the page, there is a note: 'It may also be useful to include a few snips/screen shots to aid'.

# Versions



The screenshot shows the OneNote Online interface. The top navigation bar includes 'File', 'Home', 'Insert', 'Draw', 'View', and 'Print'. The 'Home' tab is active, showing a ribbon with options like 'Undo', 'Paste', 'Cut', 'Copy', 'Format Painter', and 'Basic Text'. The main content area is titled 'Suggested Laboratory Notebook set up' and contains a list of notes. The note 'Notes on Data' is selected, and its version history is displayed in a red-bordered box:

- 3/28/2019 Jo Montgom...
- 3/28/2019 Jo Montgom...
- 3/28/2019 Jo Montgom...

Below the version history, the note content is visible, starting with 'Notes on Data' and 'Thursday, March 28, 20...'. The right sidebar contains a 'You can:' section with a list of actions:

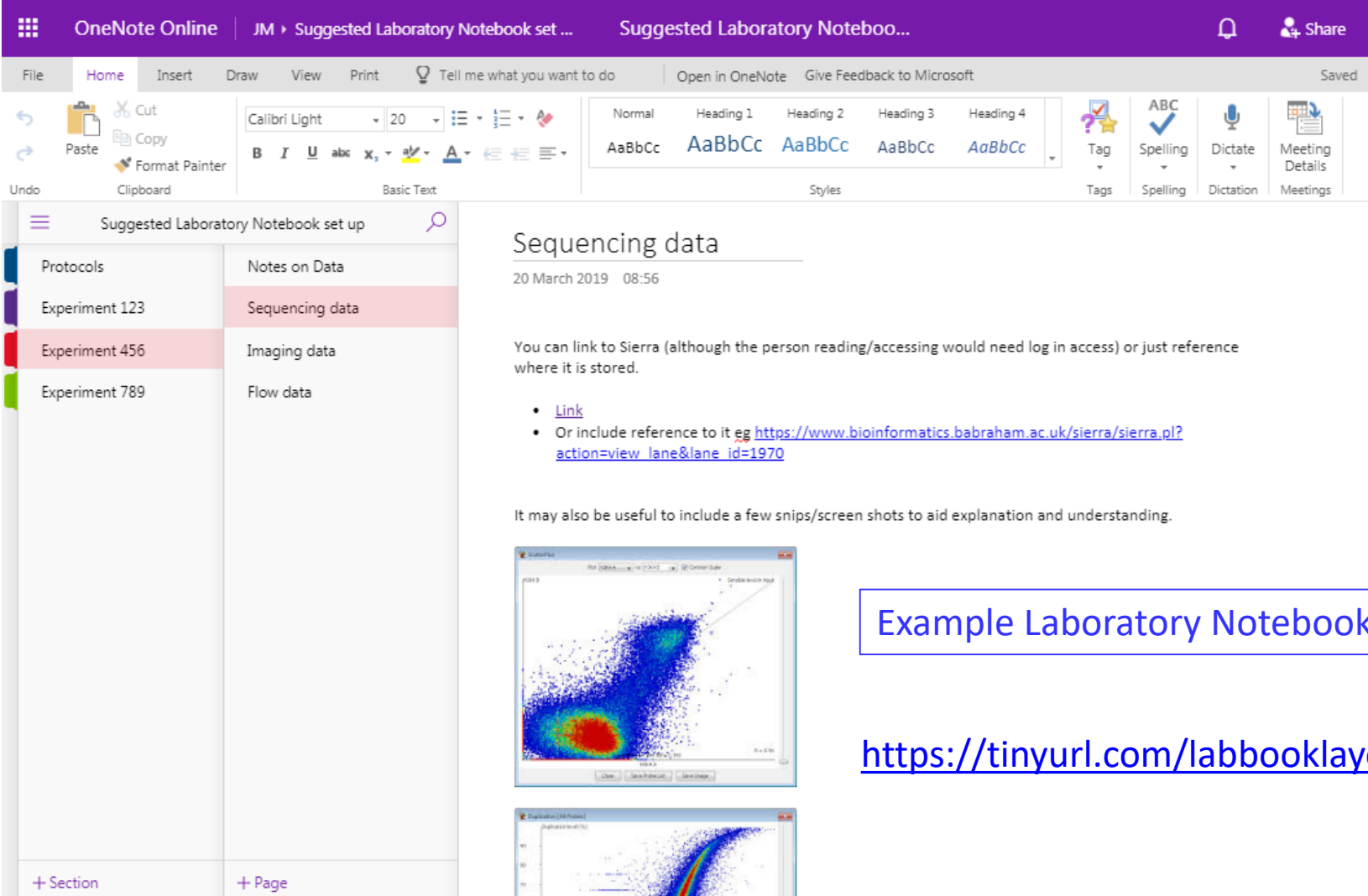
- Attach a file o
- You can add a
- With bigger di
- Or Just referen

# Exercise 6

Share your notebook with someone in  
the room



# 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
- Experiment 123
- Experiment 456
- Experiment 789

Notes on Data

Sequencing data

Imaging data

Flow data

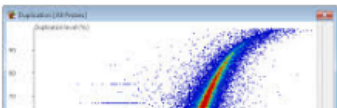
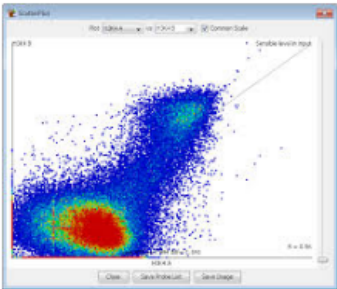
## Sequencing data

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](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

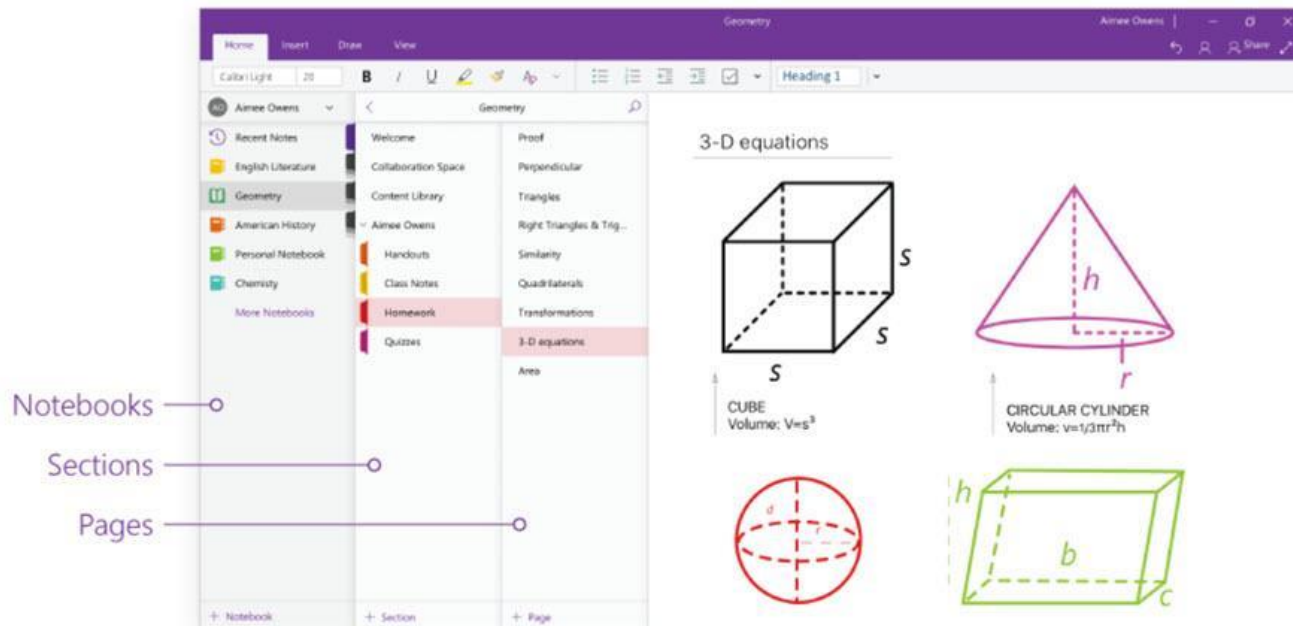
<https://tinyurl.com/labbooklayout>

# Exercise 7

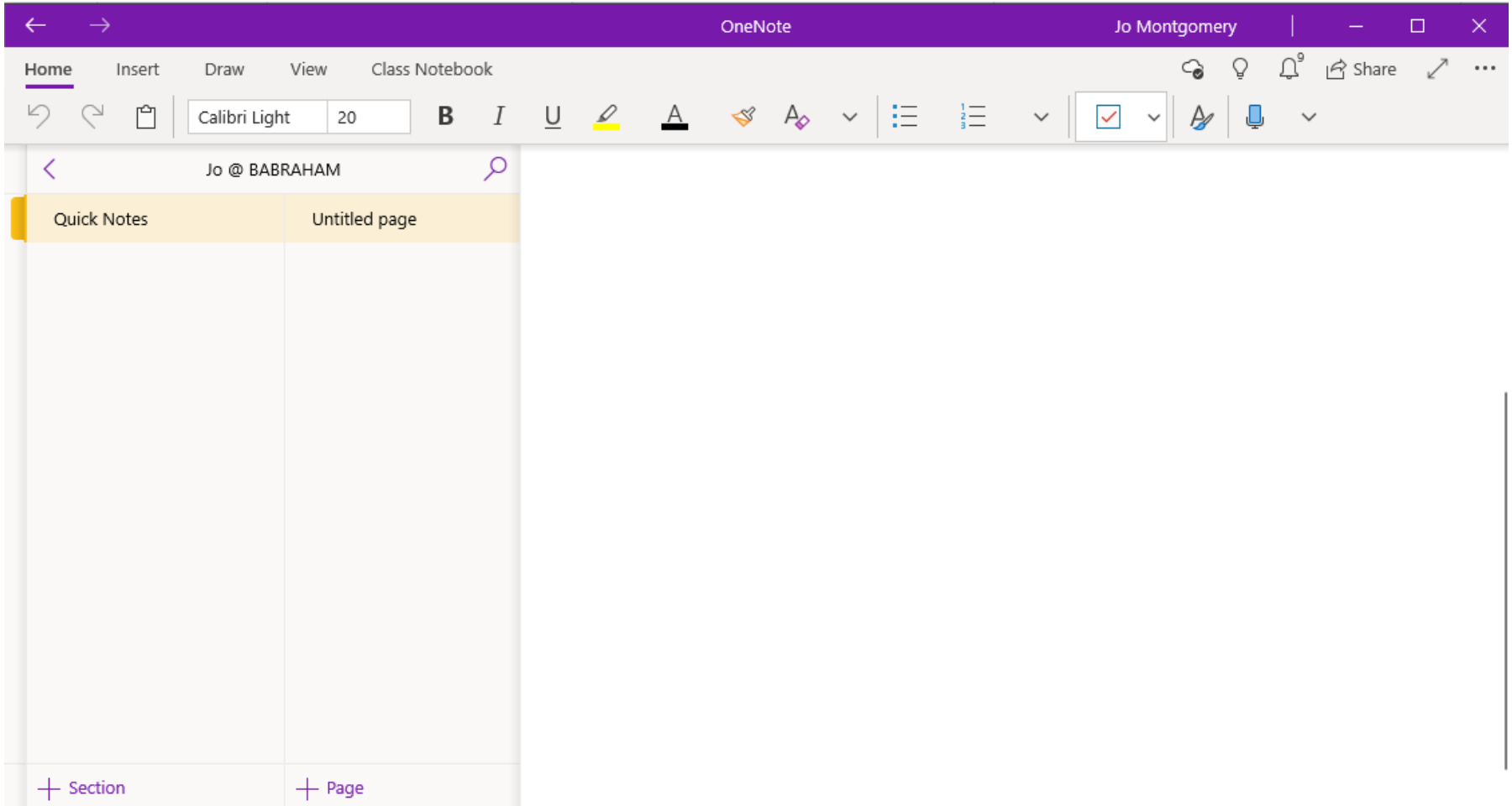
Set up an outline for a laboratory notebook to suit your experiments

# The future: Windows 10 and Office 2019

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



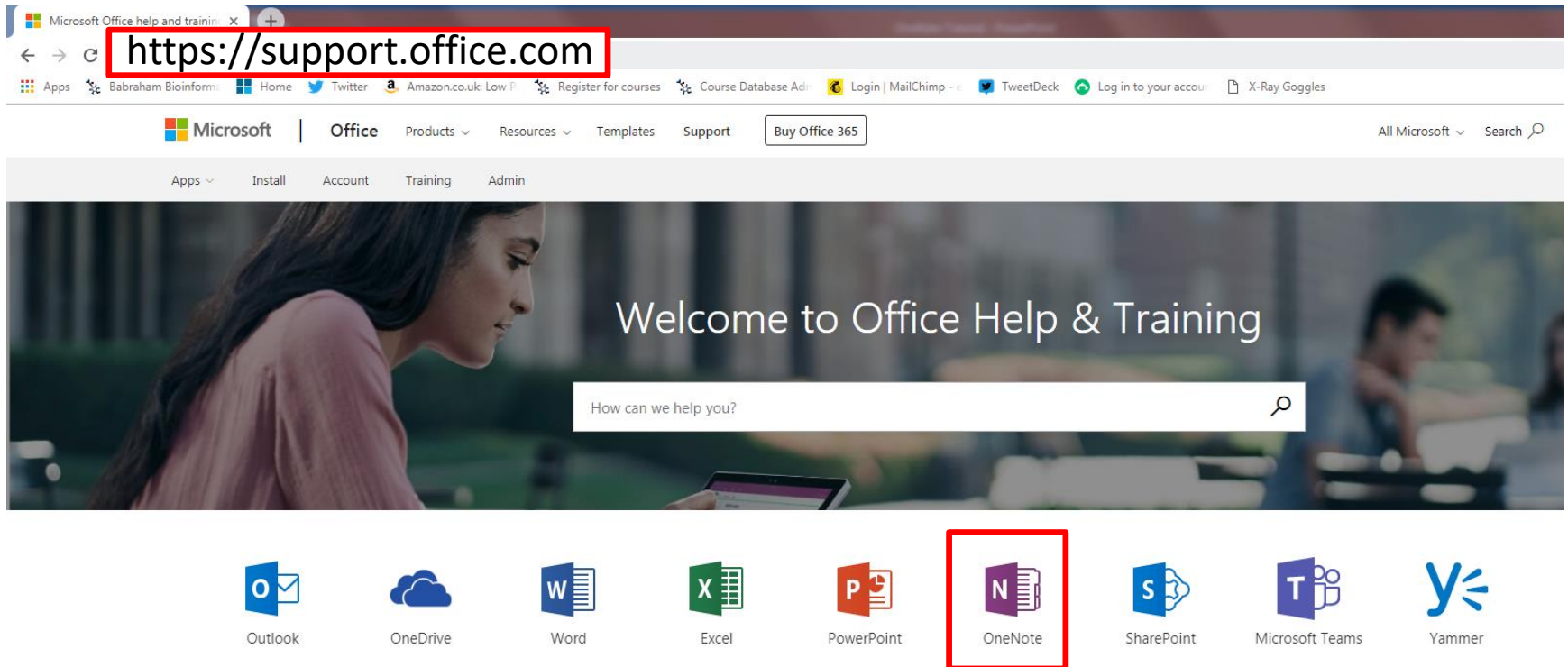
# OneNote for Windows 10



# The future: Windows 10 and Office 2019

- There are some NEW features in OneNote 10 which aren't available in OneNote 2016
- Microsoft is recreating popular OneNote 2016 features in OneNote for Windows 10.
- OneNote 2016 still has a number of features that OneNote for Windows 10 lacks...
- Some are scheduled for OneNote for Windows 10 and some aren't...

# Further help



The screenshot shows the Microsoft Office help and training website. The browser address bar displays <https://support.office.com>, which is highlighted with a red box. The page features a navigation menu with 'Microsoft', 'Office', 'Products', 'Resources', 'Templates', 'Support', and 'Buy Office 365'. Below the navigation is a search bar with the text 'How can we help you?'. The main content area displays a grid of application icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote (highlighted with a red box), SharePoint, Microsoft Teams, and Yammer.

# Further help

- Access or technical issues: Computing

[computing@babraham.ac.uk](mailto:computing@babraham.ac.uk)

x6222

- Babraham Bioinformatics

[jo.montgomery@babraham.ac.uk](mailto:jo.montgomery@babraham.ac.uk)

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