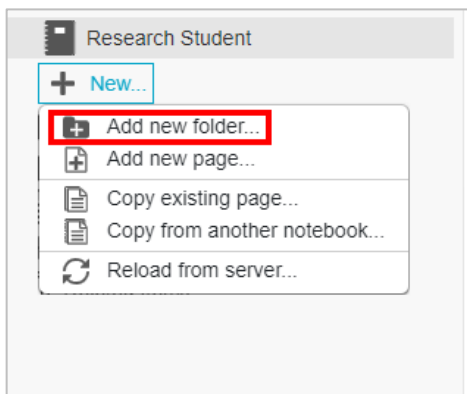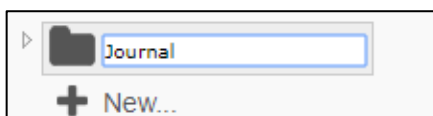# LabArchives
Private research blog or work journal

Keeping a journal or blog of your work and research can be a useful tool for reflection and improving your work practices. LabArchives can be used to keep a secure work journal.
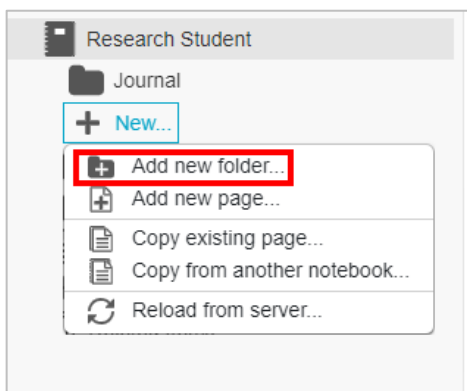
Initial notebook set up

1. Click on the **New** icon in your notebook directory and select **Add New Folder**.

2. Name the new folder **Journal**.

3. In the Journal folder, click the **New** icon and select **Add New Folder** to create a folder for the current year.

4. Click on the **New** icon in the current year folder and select **Add New Page**. Name the new page *Journal YYYY-MM* (replace the YYYY with the current year and the MM with number month).

   Note: This name for the journal page will make it easier to find using the search bar in future.
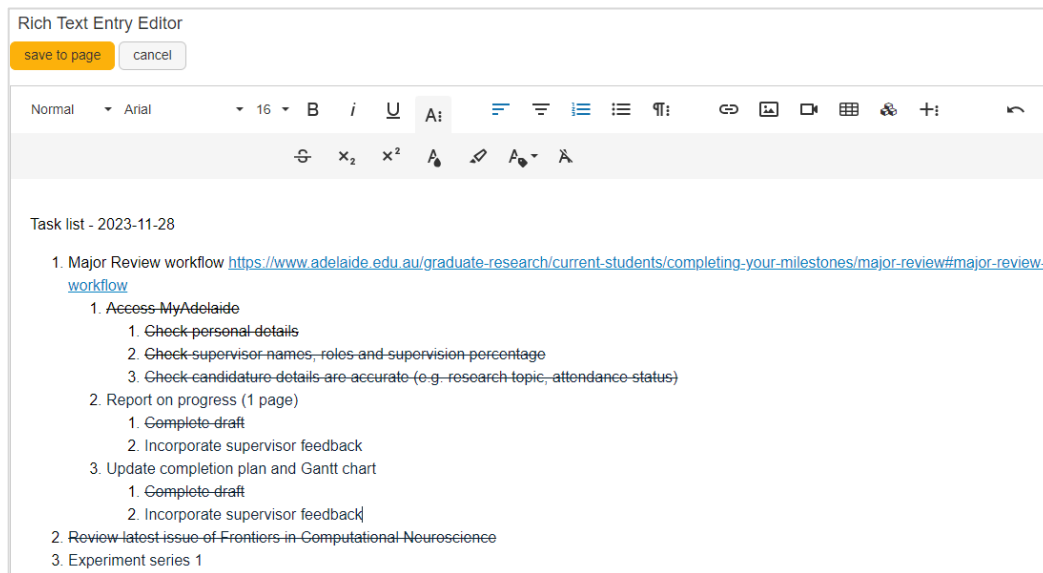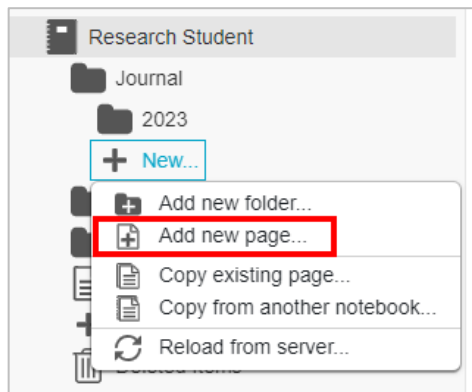

Making entries in your work journal

1. Click on the **Rich Text** option in the **Add Entry** list to add a heading including the current date. (You could also use the **Heading** entry type for this).

2. The content of this Rich Text entry could include:
   a. What did you do yesterday, today, last week, or this week?
   b. What are some things that went well?
   c. Are there some things that could have gone better?
   d. Are there some things you could try differently or could try again?
   e. What do you plan to do today, tomorrow, this week, next week?

3. You can attach **images**, **video** and **audio** to your journal pages. Recordings made with a mobile device can be attached using the iOS and Android apps or attached using a mobile web browser.
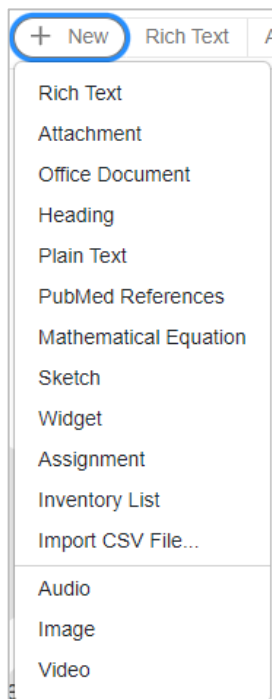
4. A separate Rich Text entry can be used to **store a list of tasks**. Once a task is complete, you can use the strike-through style to indicate that it is complete.

Alternatively, a task list could be created using a spreadsheet widget or a custom widget with checkboxes. Search for **Widget Manager** on the LabArchives help page for more information on creating widgets.