



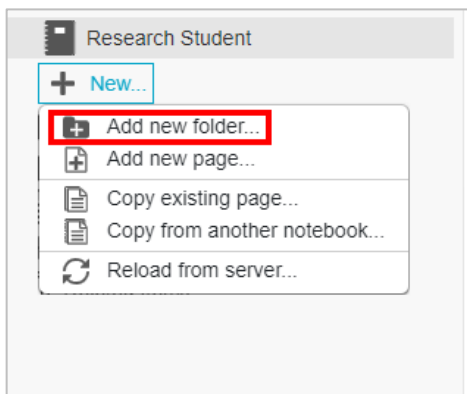
# LabArchives

## Private research blog or work journal

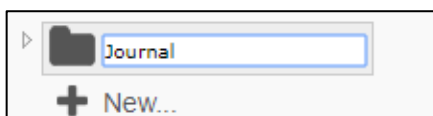
Keeping a journal or blog of your work and research can be a useful tool for reflection and improving your work practices. LabArchives can be used to keep a secure work journal.

### Initial notebook set up

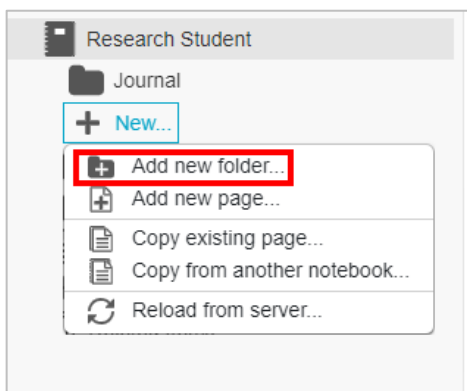
1. Click on the **New** icon in your notebook directory and select **Add New Folder**.



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

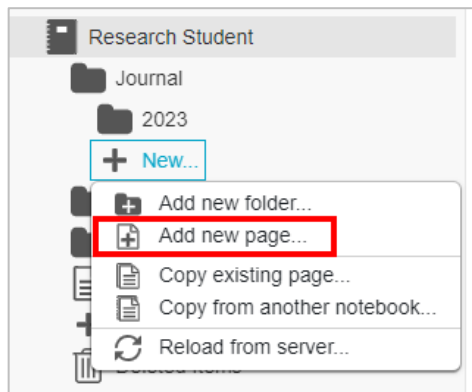


3. In the Journal folder, click the **New** icon and select **Add New Folder** to create a folder for the current year.



- 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.

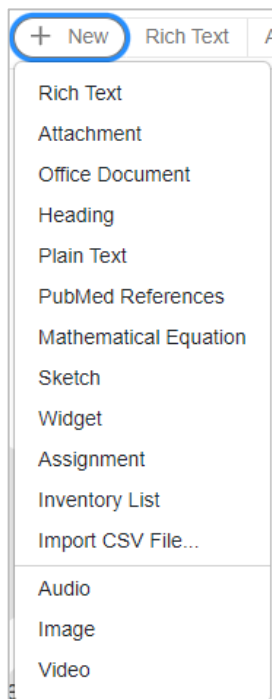


### Making entries in your work journal

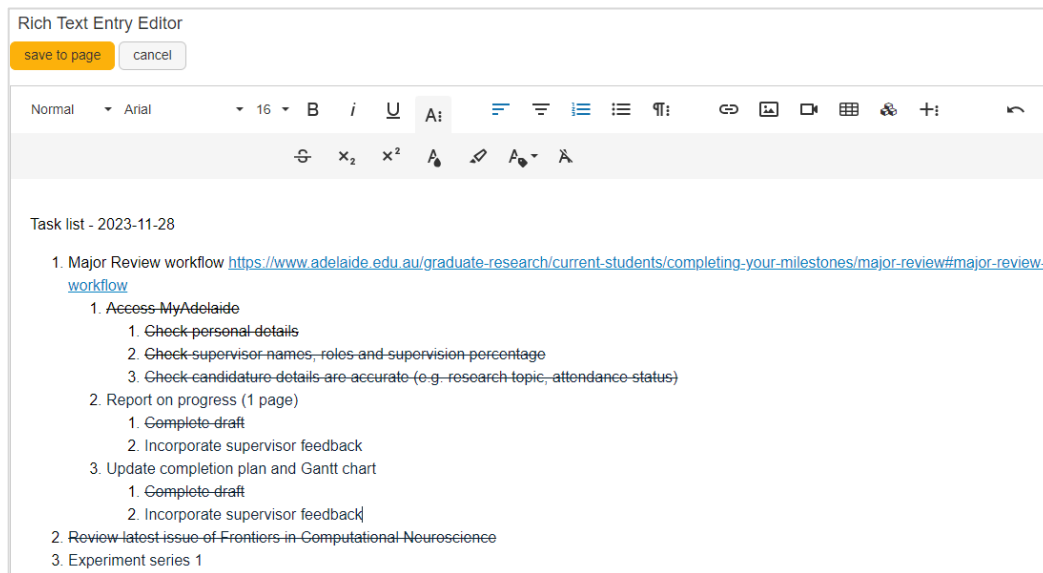
- Click on the **Rich Text** option in the **Add Entry** list to add a heading including the current date. (You could also use the **Heading** entry type for this).



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



The screenshot shows a 'Rich Text Entry Editor' window. At the top, there are 'save to page' and 'cancel' buttons. Below is a rich text toolbar with options for font (Normal, Arial), size (16), bold (B), italic (i), underline (U), text color (A:), background color, bulleted list, numbered list, link, unlink, table, insert image, and undo. The main text area contains the following content:

Task list - 2023-11-28

1. Major Review workflow <https://www.adelaide.edu.au/graduate-research/current-students/completing-your-milestones/major-review#major-review-workflow>
  1. ~~Access MyAdelaide~~
    1. ~~Check personal details~~
    2. ~~Check supervisor names, roles and supervision percentage~~
    3. ~~Check candidature details are accurate (e.g. research topic, attendance status)~~
  2. Report on progress (1 page)
    1. ~~Complete draft~~
    2. Incorporate supervisor feedback
  3. Update completion plan and Gantt chart
    1. ~~Complete draft~~
    2. Incorporate supervisor feedback
2. Review latest issue of *Frontiers in Computational Neuroscience*
3. Experiment series 1

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.