

# LabArchives

## Suggested folder structures – single group notebook

In this guide you will find some ideas on how to structure your single group notebook as well as step by step instructions for adding and renaming folders.

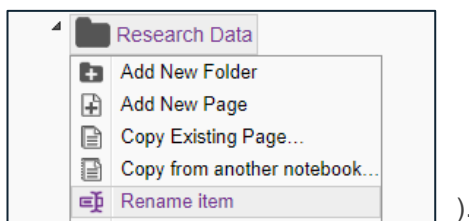
### Quick guide to moving and renaming folders in your notebook

If you open a folder at any level, you will see a large plus icon at the bottom of the folder contents named: **New**. When you click **New**, a window will appear with options to Add New Folder and Add New Page (

).

To move a folder to a new location in your notebook, click and hold on the folder/page you want to rename and use the mouse to drag it to its new location. When you are happy with the location simply release the mouse to drop it there.

To rename a folder, right click on the folder you want to rename and select **Rename Item** from the drop-down menu (



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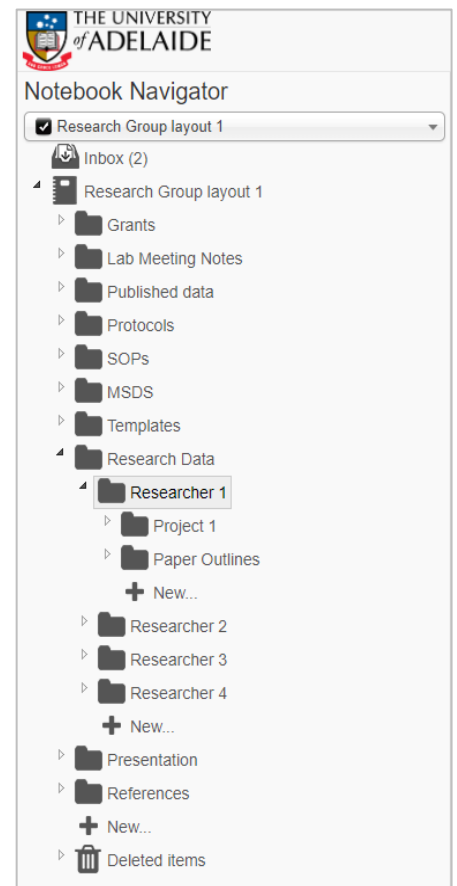


Figure 1. Some options available when you right click on a folder.



## Situation 1

You are a researcher in charge of numerous individuals, and you want access to all their research data from a specified folder within a single notebook.

### Suggested folder structure 1

Many researchers at the University of Adelaide who are already using LabArchives, find that the folder structure presented in the screenshot (Figure 2) works well for managing larger groups of HDR students/researchers.

In this structure there are folders named for each HDR student/researcher nested within the *Research data* folder (re-named from “Experimental data”, which is part of the Lab folder template when starting a new notebook).

Having nested folders for each researcher means that you can clear up the clutter that may be caused by having numerous HDR student/researcher folders, by simply closing the *Research Data* folder tab.

*Figure 2. Folder structure with nested folders for each researcher within Research Data.*

Some researchers also found that creating a “previous group members” folder within this structure worked well for hiding folders of individuals who were finishing their research journey with the group. This approach allows you to have easy access to previous researcher’s data, while also keeping your folder structure clean and easy to navigate.

### Re-creating the folder layout

The folder layout in the screenshot in Figure 2 has been modified from the standard Lab folder layout in the following ways:

- The folders for *Grants*, *Lab Meeting Notes* and *Published Data* have been moved to the top of the notebook.
- The *Experimental Data* folder has been renamed to *Research Data*.
- The *Ideas* and *Manuscripts* folders were renamed *Researcher 1* and *Researcher 2* and moved into the *Research Data* folder.
- The *Paper Outlines* and *Project 1* folders were moved into the *Researcher 1* folder.
- New folders for *Researcher 3* and *Researcher 4* were created



## Situation 2

You are a researcher in charge of a small subset of researchers at any given time and want convenient visual access to each person's research data folder within a single notebook.

### Suggested folder structure 2

The folder structure presented in the screenshot (**Error! Reference source not found.**) is very similar to that in Situation 1. The main point of difference is that folders named for each researcher are located within the top-level folder structure.

This may be slightly more convenient for keeping track of which researchers are currently working within your notebook.

As with Situation A, creating a "previous group members" folder within this structure would work well for hiding folders of individuals who are finishing their research journey with the group without cluttering your top-level folder list.

One drawback of this structure (and the reason it isn't recommended for larger groups) is that the list of folders within your notebook can become long and more tedious to navigate.

However, there is always the option to start with this structure, and if you find your group growing you can easily drag and drop folders into an "Experimental data" folder in a similar way that used in Situation A.

### Re-creating the folder layout

The folder layout in the screenshot at right has been modified from the standard "lab" folder layout in the following ways:

- The folders for *Grants*, *Published Data* and *Lab Meeting Notes* have been moved to the top of the notebook.
- The *MSDS*, *Templates*, *Experimental Data* and *Ideas* folders were renamed *Researcher 1*, *Researcher 2*, *Researcher 3* and *Researcher 4*.
- The *Paper Outlines* and *Project 1* folders were moved into the *Researcher 1* folder.
- The *Manuscripts*, *Presentation* and *References* folders were renamed either *Project 1* or *Paper Outlines* and moved into *Researcher 2* and *Researcher 3* folders.
- New folders were created to ensure each Researcher folder contains a *Project 1* and *Paper Outlines* folder.

### Copying pages and folders

In addition to creating new folders and pages, there are options to Copy Existing Page and Copy from another notebook. Right click anywhere in the notebook folder list to bring up a menu. If you click **Copy Existing Page**, a window will appear (Figure 4) that will allow you to select a page from within the current notebook to be copied. If you click on **Copy from another notebook**, a different window will appear (Figure 5). Within this window there are options to copy whole folders (including their contents) or single pages from other notebooks you own or (if the owner has enabled copying) are a member.

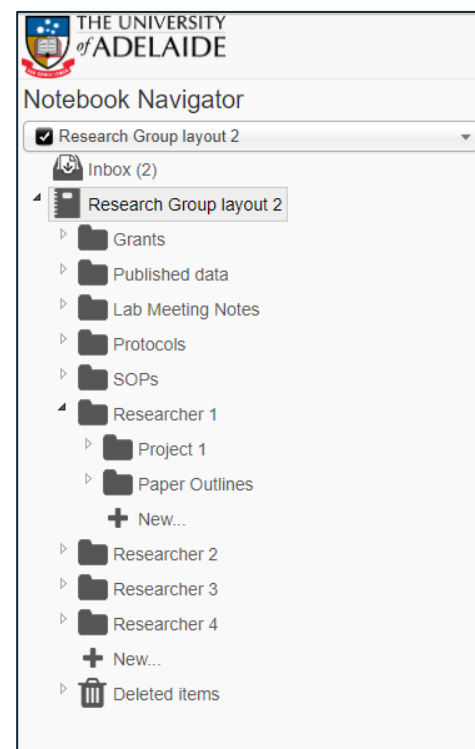


Figure 3. Folder structure with folders named for each researcher are located within the top-level folder structure.

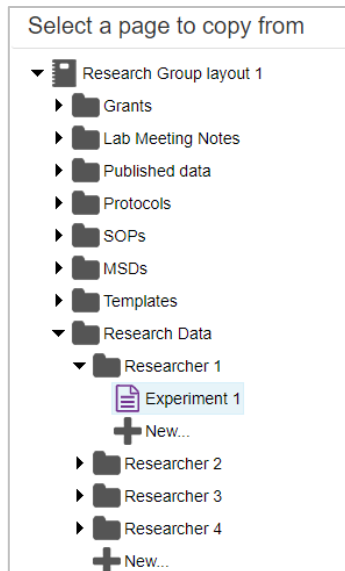


Figure 4. Copy an existing page from the current notebook.

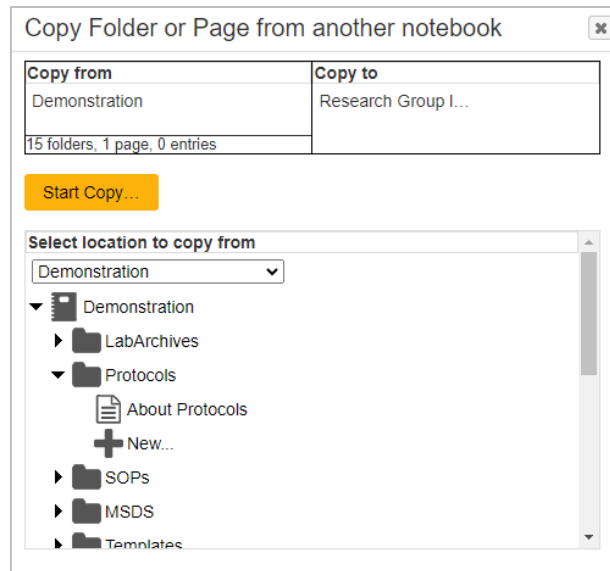


Figure 5. Copy a folder or page from another notebook.

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