

# OneNote Laboratory Notebook Tutorial

v2019-04

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# Laboratory Notebooks



# What should we be doing?

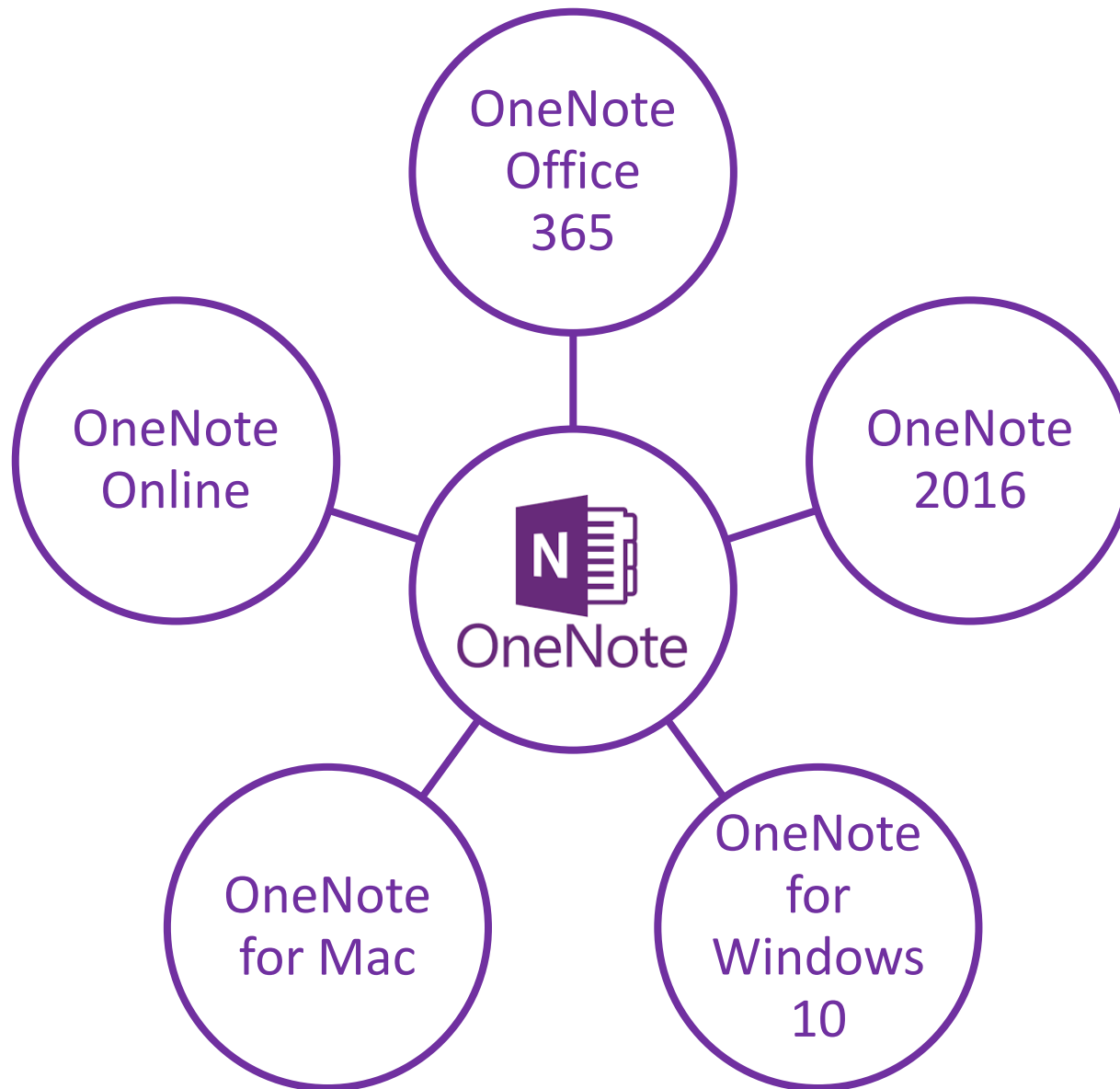
- Expectations and responsibilities
  - Document what we are doing
  - Be able to find results
  - Timely/traceable/retrievable
  - Checked
- Legal responsibilities

# Why OneNote?

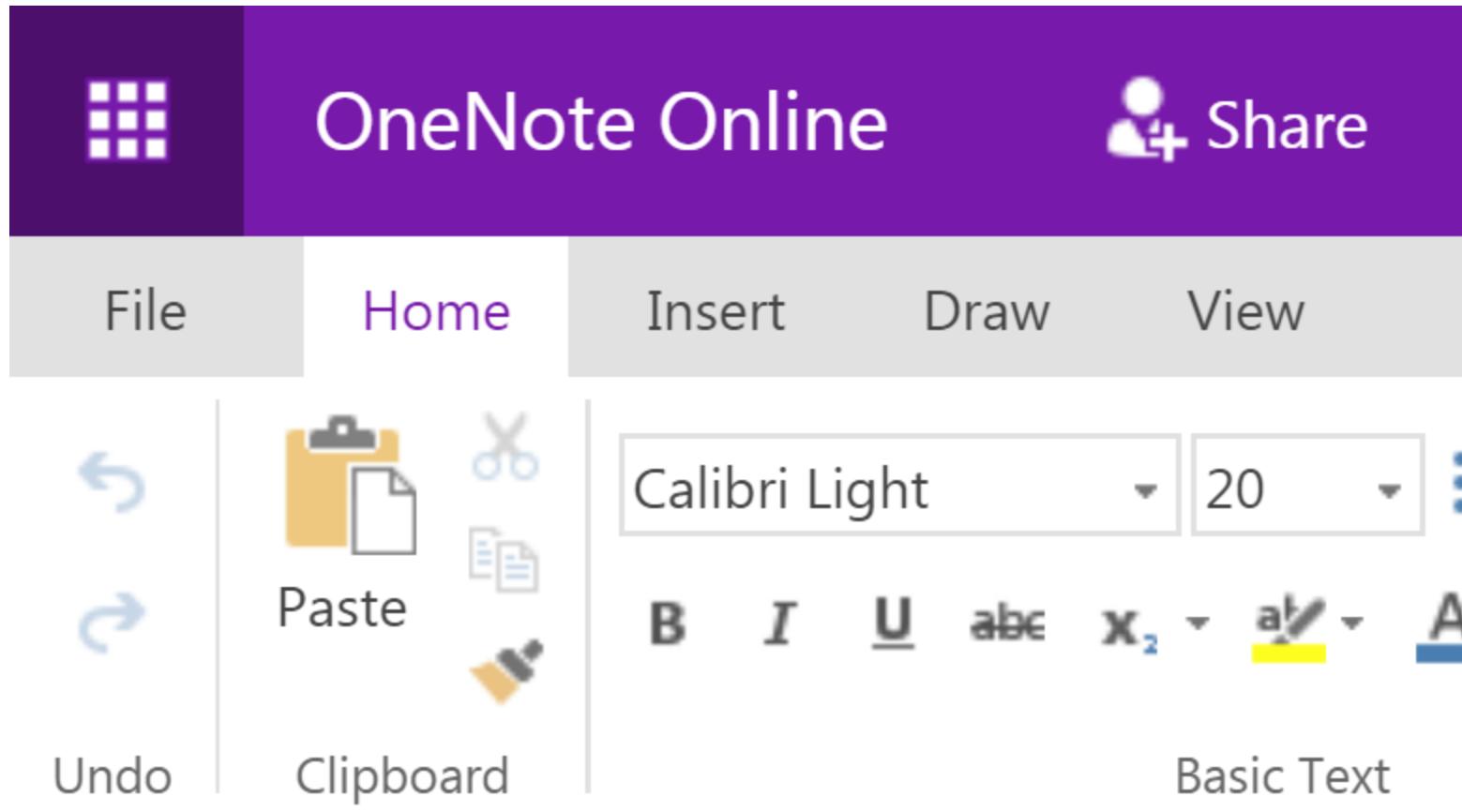
- Digital Notebook
- Gathers notes – handwritten or typed – drawings, screen clippings, images and audio content
- Notes can be shared



# OneNote



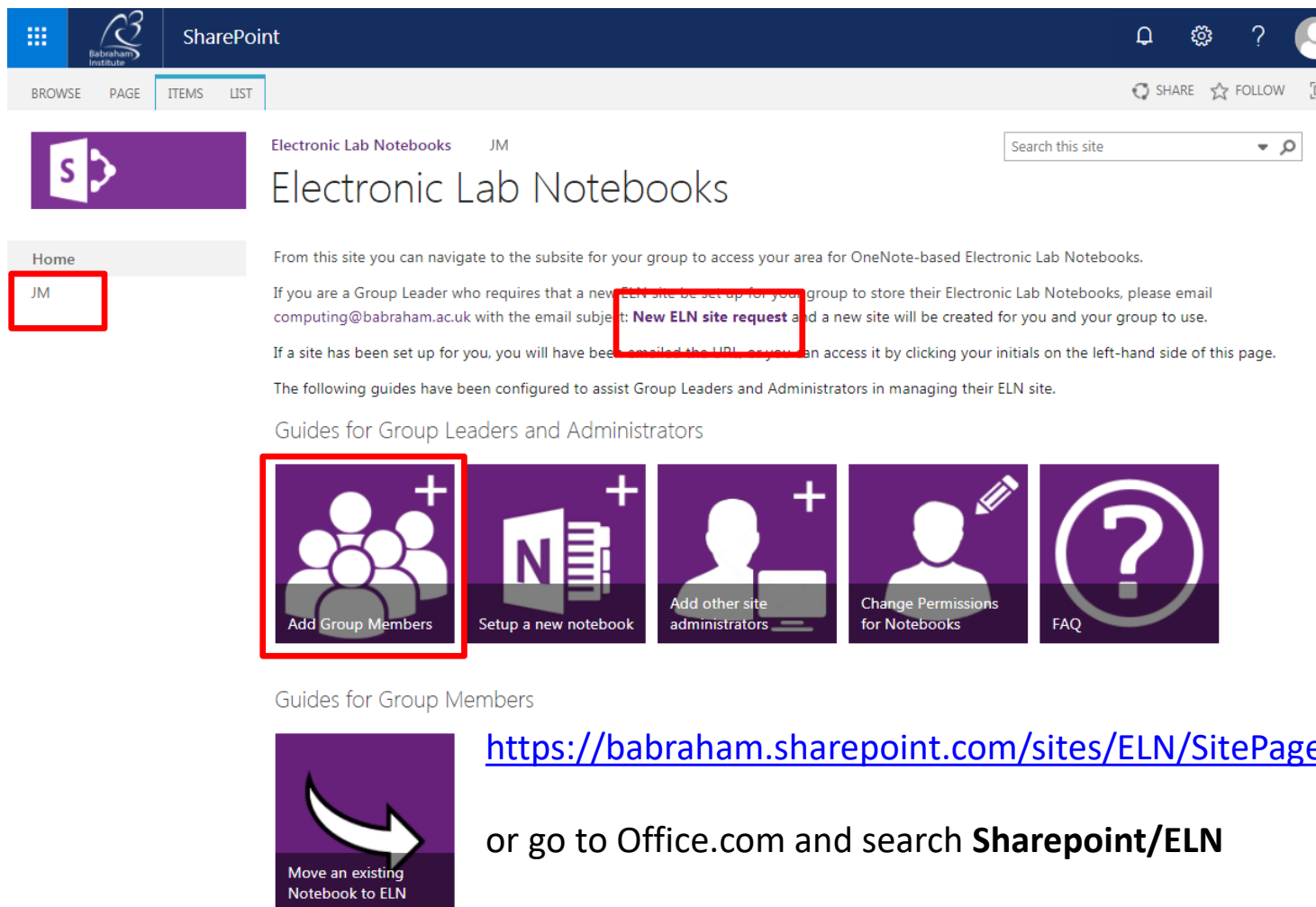
# OneNote



# 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 JM

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](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



- 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

BROWSEPAGESHAREFOLLOW

Electronic Lab Notebooks JMSearch 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	<input type="checkbox"/> Jo Montgomery
	JM notebooks folder	... January 24	<input type="checkbox"/> Jo Montgomery
	SA	... March 20	<input type="checkbox"/> Jo Montgomery
	SW	... March 20	<input type="checkbox"/> 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 ...

✓	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)

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

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

New Page Notebook New Section Tables Table Pictures Online Pictures Files File Printout Attachment Office Add-ins Links Record Audio Symbol Emojis Symbols Emojis

Suggested Laboratory Notebook set up

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)

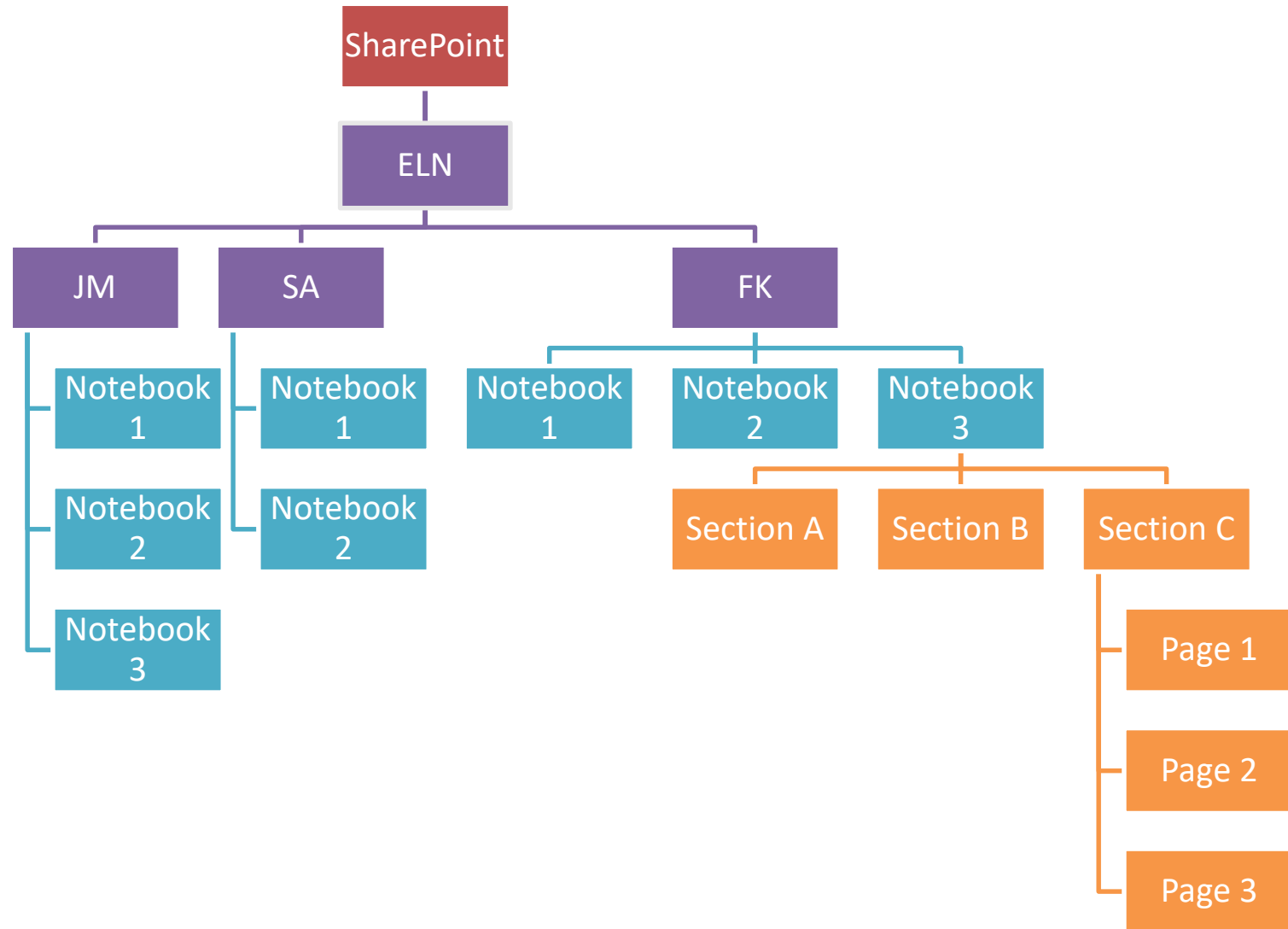


A screenshot of the OneNote Online interface. The top navigation bar is purple with 'OneNote Online' and 'JM ► Suggested La...'. Below it is a ribbon with tabs: File, Home, Insert, Draw, View, Print, and a search bar 'Tell me what you want to do'. The 'Home' tab is active, showing a ribbon with 'Clipboard', 'Basic Text', 'Styles', 'Tags', and 'Outlook Tasks'. The 'Tags' section includes 'To Do (Ctrl+1)', 'Important (Ctrl+2)', and 'Question (Ctrl+3)'. The 'Outlook Tasks' section includes 'Find Tags', 'Outlook Tasks', 'Email Page', and 'Meeting Details'. The main content area shows a 'Table of contents' page titled 'Table of contents - OneNote'. The page has a title bar 'Suggested Laboratory Noteb...' and a tab 'Contents'. The content area displays the title 'Table of contents' and the date 'Thursday, March 28, 2019 11:58 AM'. Below the date, there are links for 'Protocols', 'Animals', 'Collection', 'Sequencing', 'Experiment 123', 'Experiment 456', and 'Experiment 789'. The bottom of the interface shows '+ Section' and '+ Page' buttons.

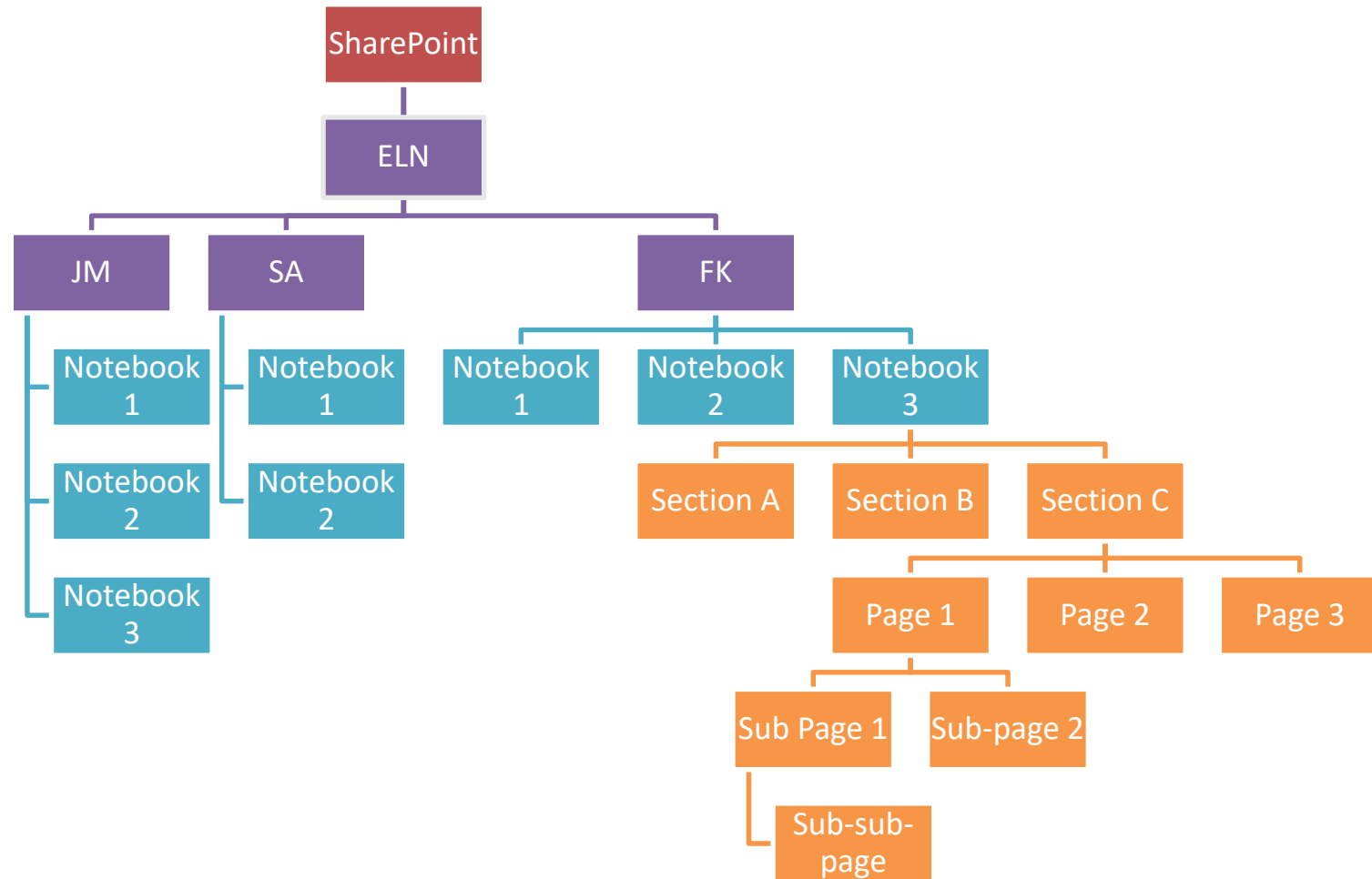
# Storage and organisation

SharePoint

# Storage and organisation



# Storage and organisation



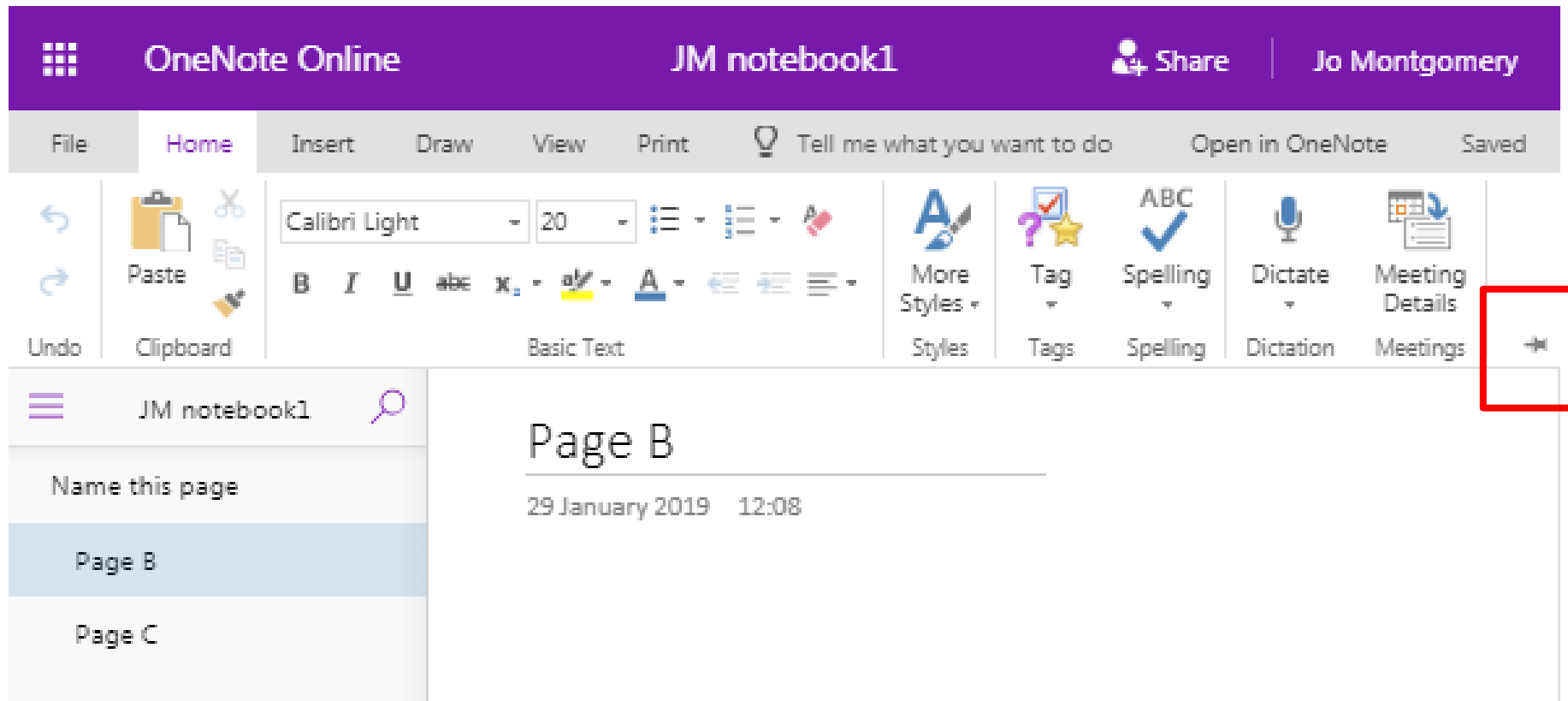
# Exercise 1

## 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', 'JM notebook1', a 'Share' button, and the user name 'Jo Montgomery'. Below this is the ribbon, which includes tabs for 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', 'Tell me what you want to do', 'Open in OneNote', and 'Saved'. The 'Home' tab is active, showing options for 'Undo', 'Clipboard', 'Basic Text' (font face, size, bold, italic, underline, text color, background color, bullet points, numbered list, decrease/increase indent), 'More Styles', 'Tags', 'Spelling', 'Dictate', and 'Meeting Details'. A red box highlights the 'Meeting Details' icon. On the left sidebar, the 'JM notebook1' is listed with a search icon. Below it, a list of pages is shown: 'Name this page', 'Page B' (selected), and 'Page C'. The main content area displays 'Page B' with a date and time stamp: '29 January 2019 12:08'.

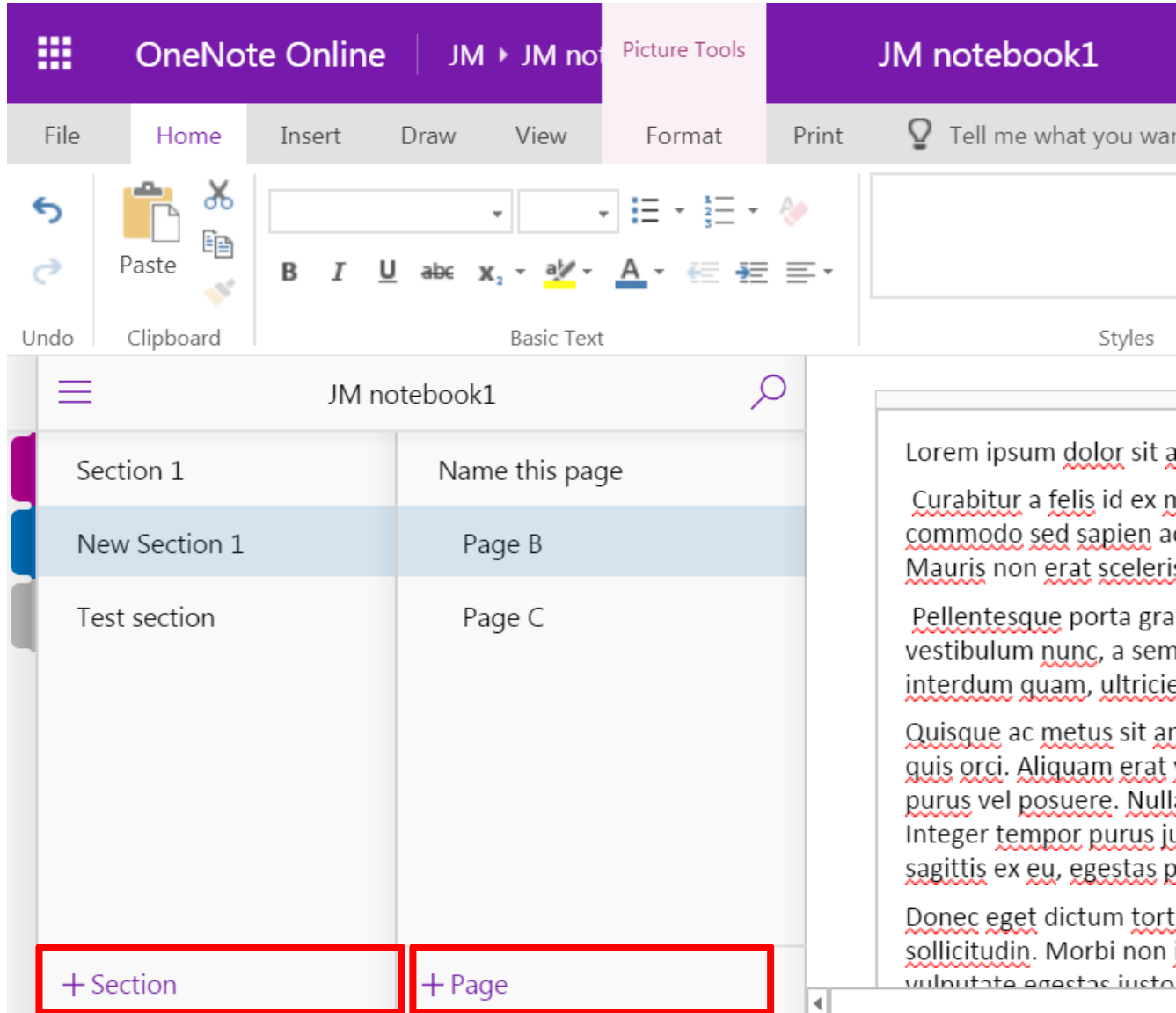
# What is a Page?

It's not a word document...

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

I can move text boxes about

# Add Sections and Pages



OneNote Online | JM ► JM notebook1

File Home Insert Draw View Format Print Tell me what you want to do

Undo Clipboard Basic Text Styles

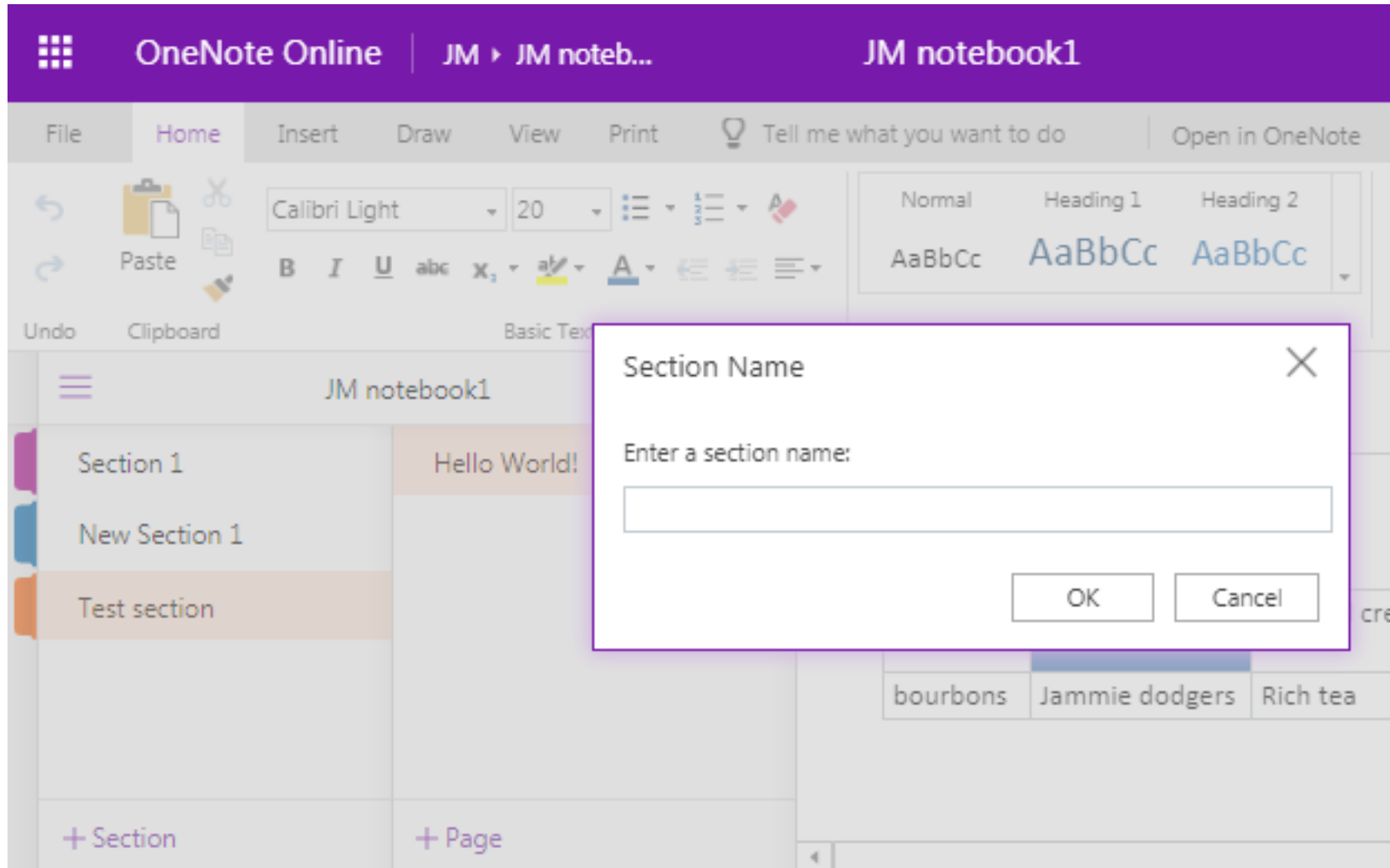
JM notebook1

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

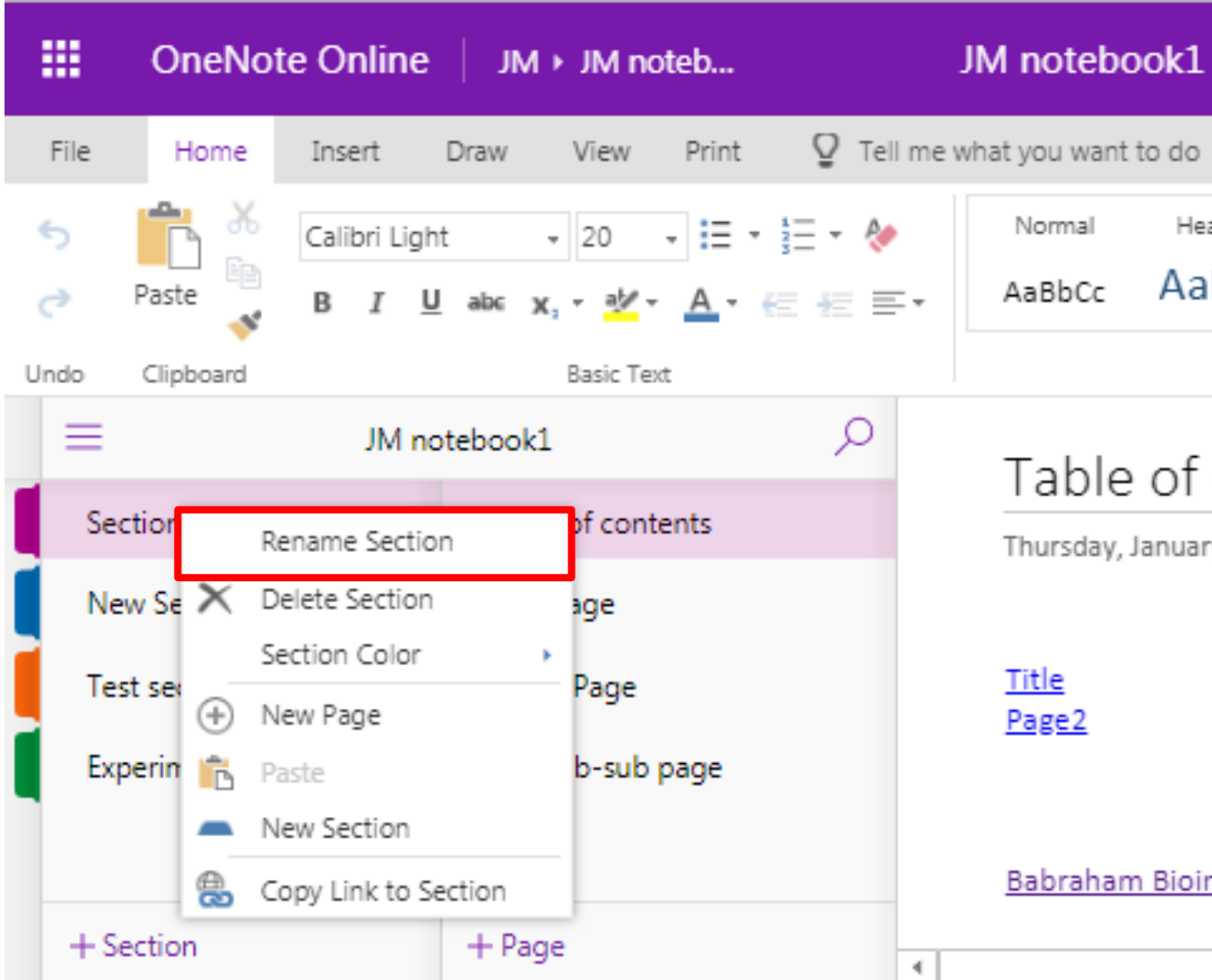
+ Section + Page

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. Null  
 Integer tempor purus ju  
 sagittis ex eu, egestas p  
 Donec eget dictum tort  
 sollicitudin. Morbi non  
 vulputate egestas justo

# Add Sections

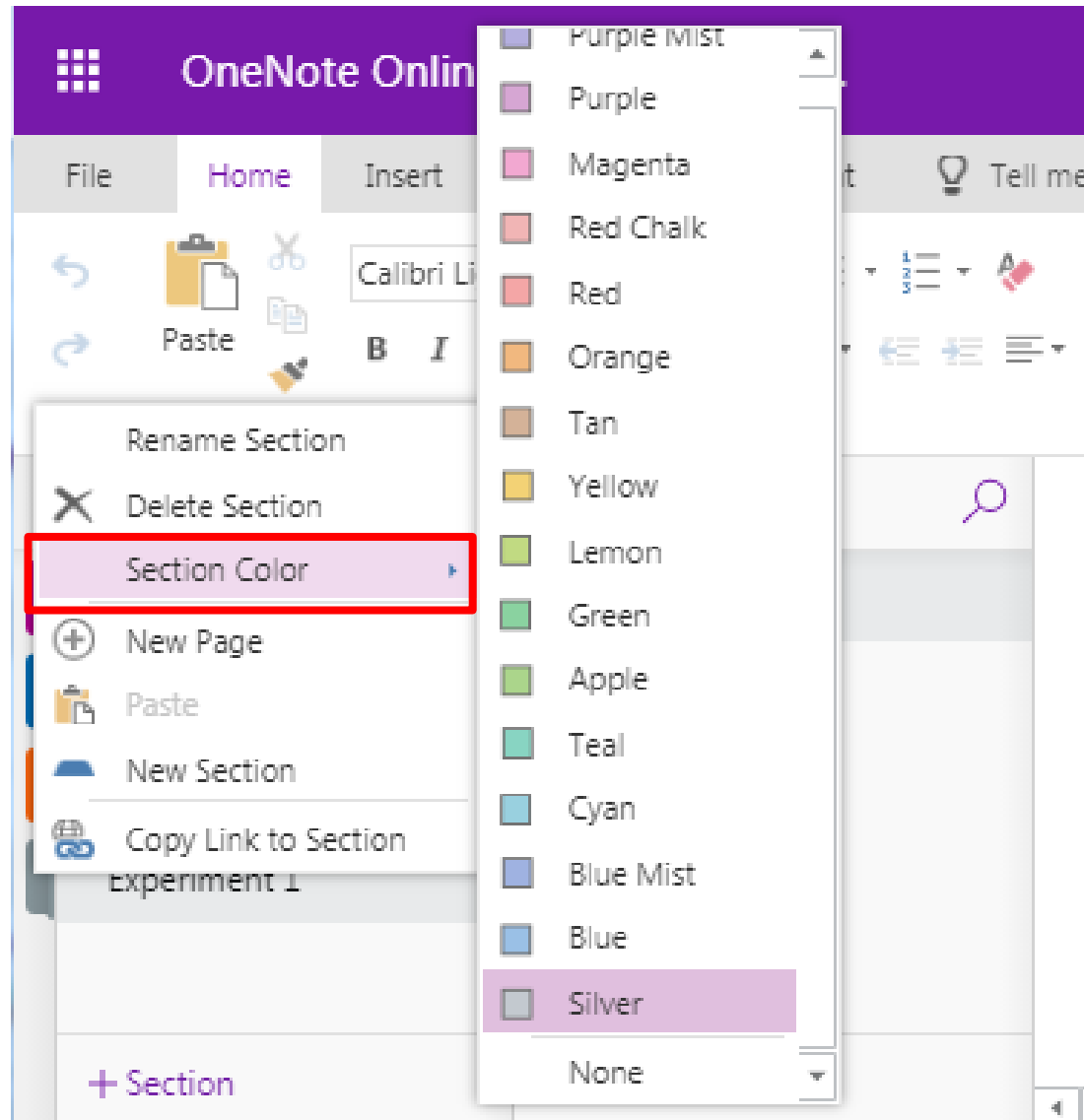


# Add Sections

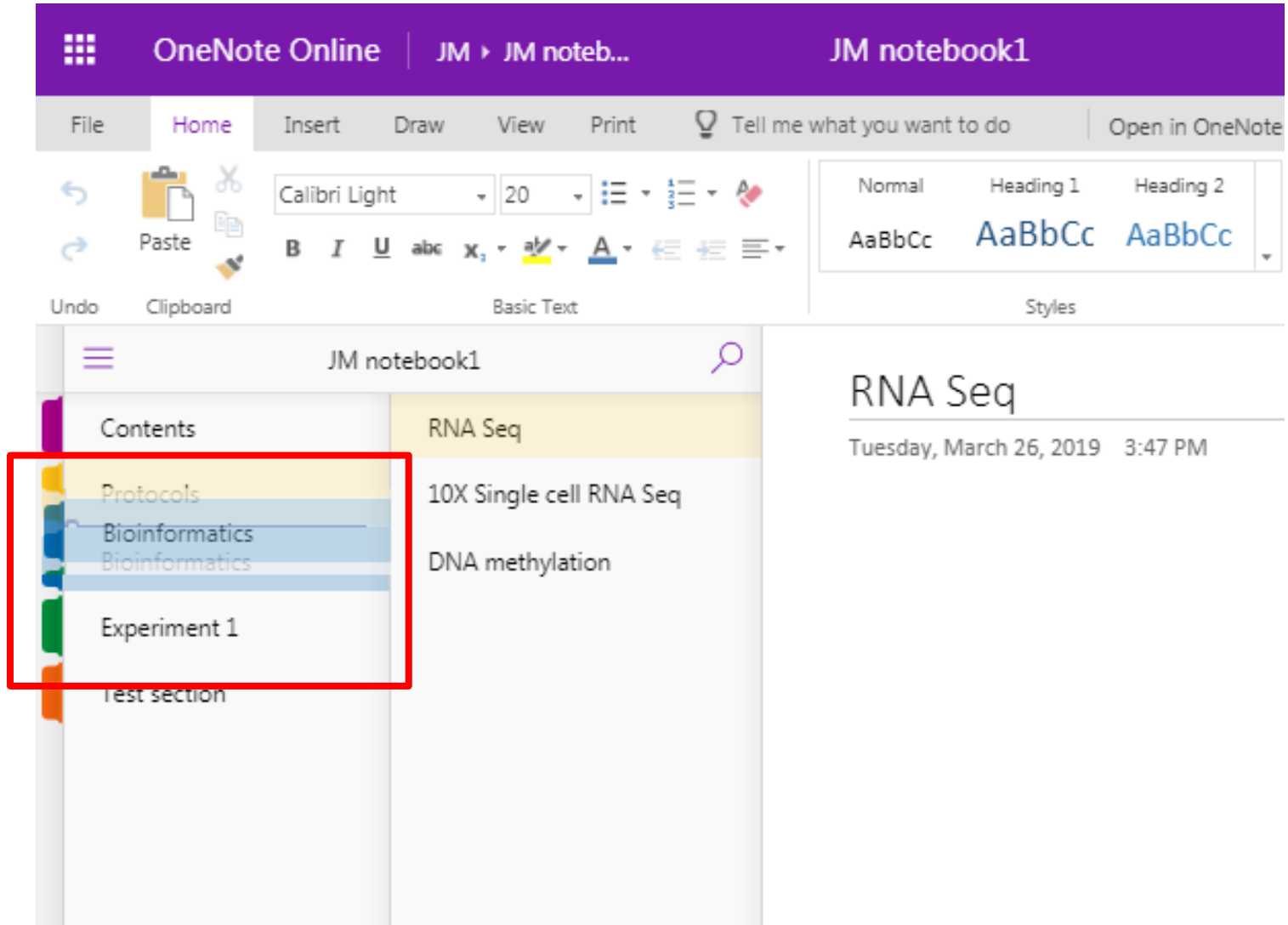


The screenshot displays the OneNote Online interface for a notebook named 'JM notebook1'. The ribbon at the top includes tabs for File, Home, Insert, Draw, View, and Print. The 'Home' tab is active, showing options for Undo, Clipboard, and Basic Text formatting. On the left sidebar, a context menu is open for a section, with the 'Add Section' option highlighted by a red rectangle. The menu includes options: Rename Section, Delete Section, Section Color, New Page, Paste, New Section, and Copy Link to Section. The main content area shows a 'Table of contents' and a list of pages including 'Title', 'Page2', and 'Babraham Bioinformatics'.

# Add Sections



# Add Sections

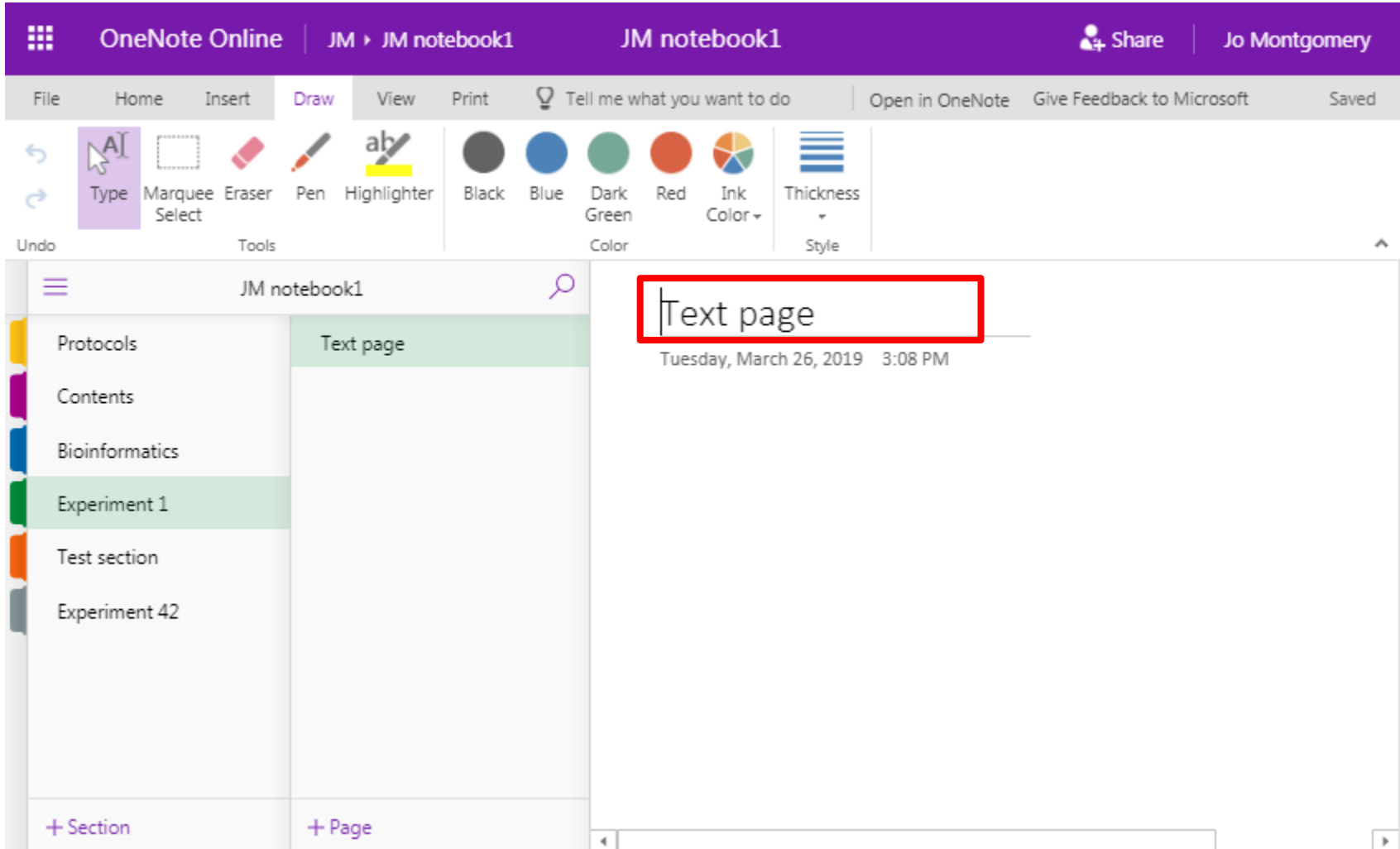


The screenshot displays the OneNote Online interface for a notebook named 'JM notebook1'. The top navigation bar includes 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', and a search bar. The 'Home' tab is active, showing the 'Basic Text' ribbon with options for font (Calibri Light, size 20), bold, italic, underline, and text color. The 'Styles' section shows 'Normal', 'Heading 1', and 'Heading 2' styles.

The left sidebar, titled 'JM notebook1', lists the notebook's sections. A red rectangular box highlights the 'Bioinformatics' section, which is currently selected. Other visible sections include 'Contents', 'Protocols', 'Experiment 1', and 'Test section'. The main content area on the right shows the 'RNA Seq' section with a timestamp of 'Tuesday, March 26, 2019 3:47 PM'.

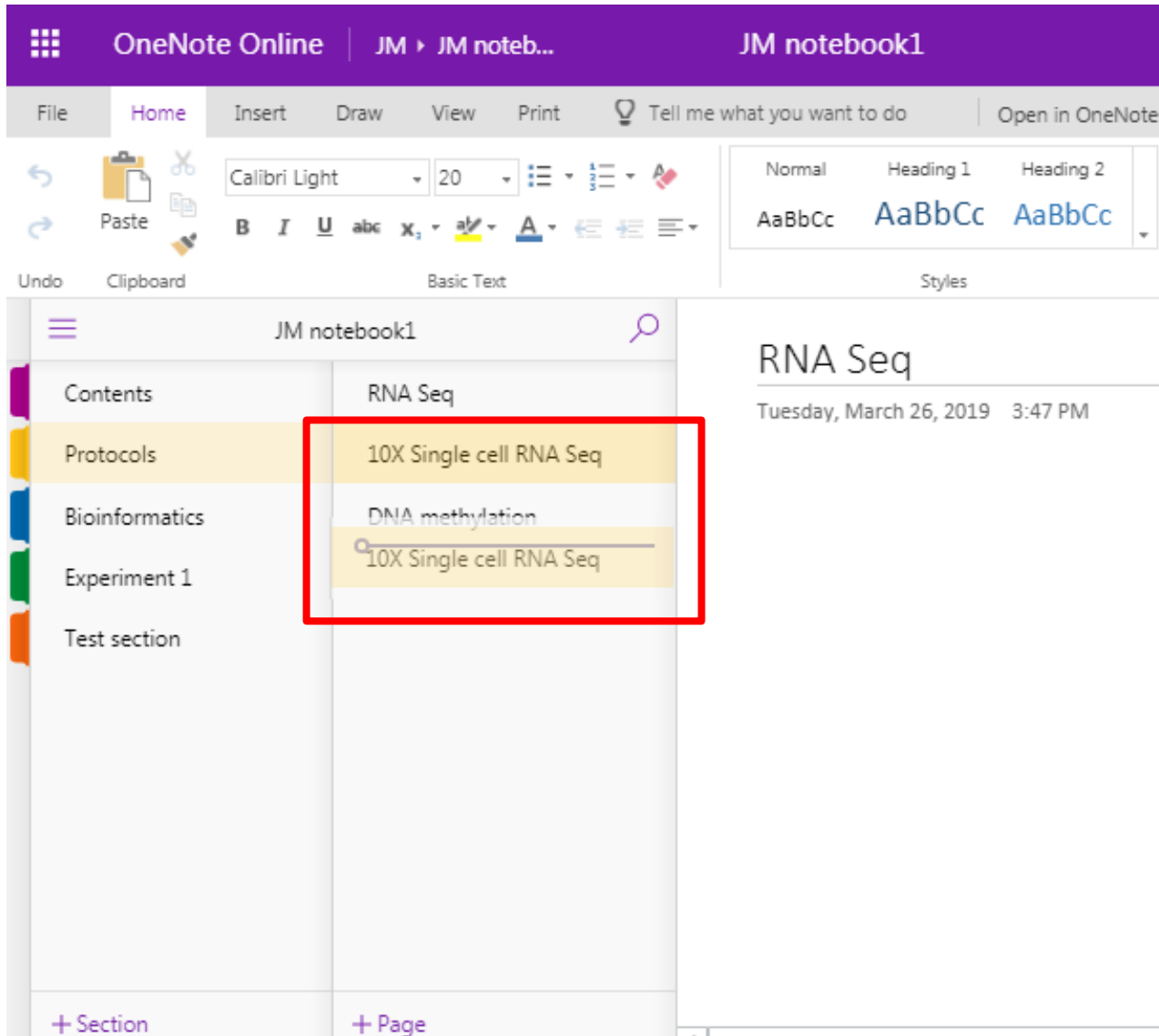


# Add pages



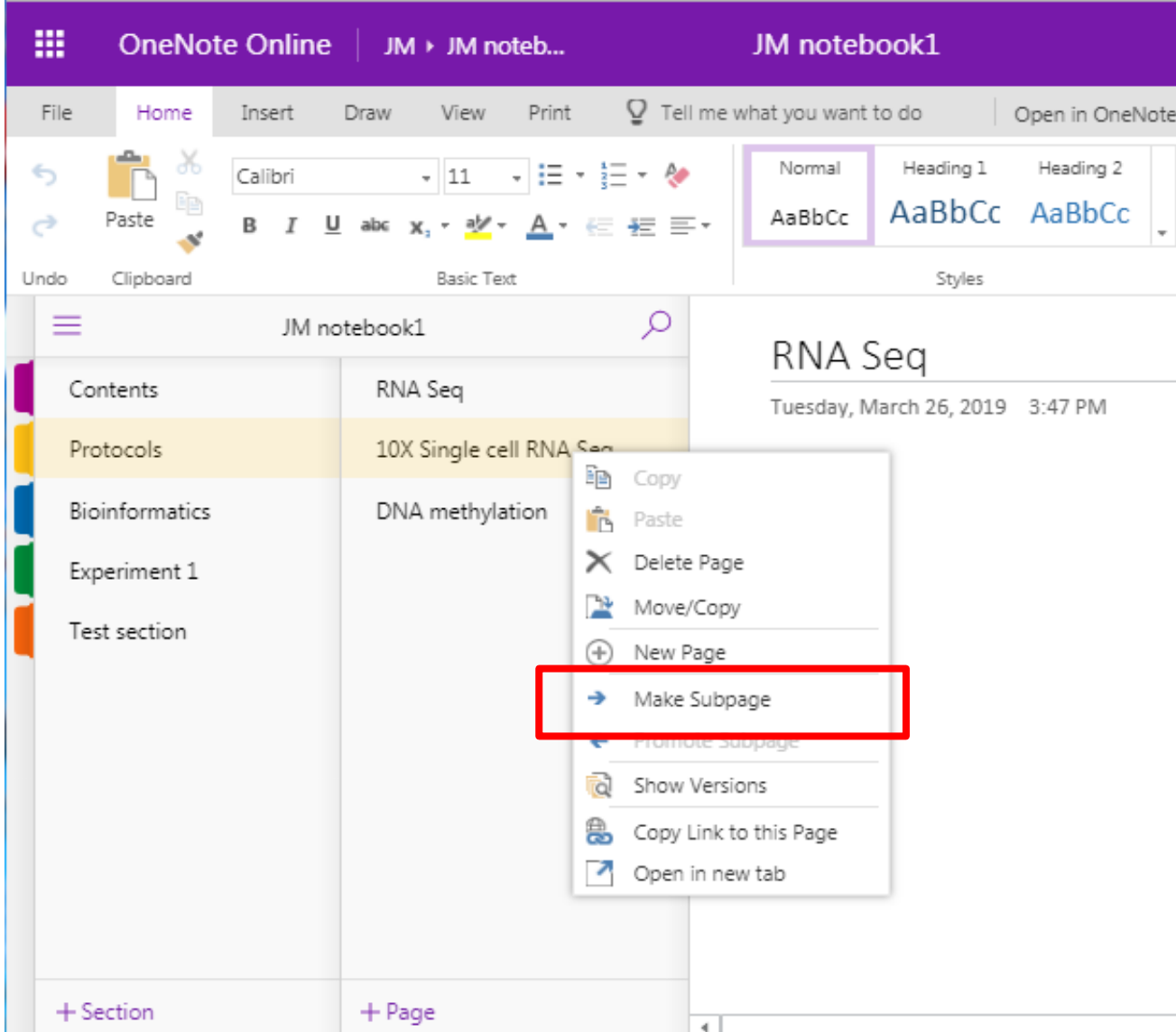
The screenshot displays the OneNote Online interface. At the top, the title bar shows "OneNote Online" and the notebook name "JM notebook1". Below the title bar is a ribbon with tabs for File, Home, Insert, Draw, View, and Print. The "Draw" tab is currently selected, showing various drawing tools like Type, Marquee Select, Eraser, Pen, and Highlighter, along with color and thickness options. On the left side, a sidebar lists the notebook's contents: Protocols, Contents, Bioinformatics, Experiment 1 (highlighted), Test section, and Experiment 42. At the bottom of the sidebar are buttons for "+ Section" and "+ Page". The main area on the right shows a new page titled "Text page" (highlighted with a red box), with a timestamp "Tuesday, March 26, 2019 3:08 PM" below it.

# Add pages



The screenshot shows the OneNote Online interface for a notebook named 'JM notebook1'. The ribbon at the top includes 'File', 'Home', 'Insert', 'Draw', 'View', 'Print', and a search bar. The 'Home' tab 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' styles. The left sidebar shows the notebook's structure 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 another '10X Single cell RNA Seq'. A red box highlights the '10X Single cell RNA Seq' page. The right pane shows the content of the selected page, which is titled 'RNA Seq' and dated 'Tuesday, March 26, 2019 3:47 PM'. At the bottom of the sidebar, there are buttons for '+ Section' and '+ Page'.

# Add sub pages

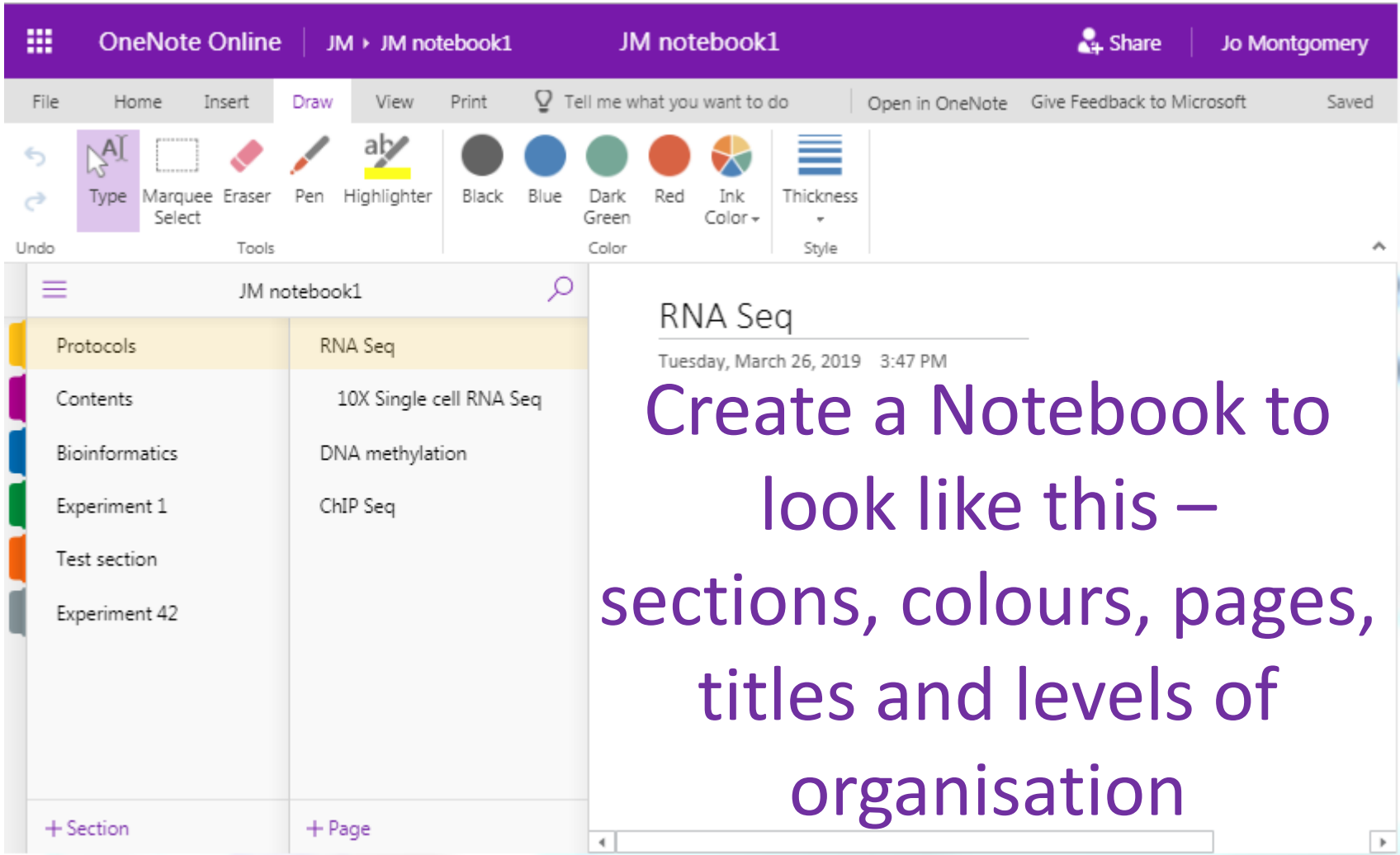


The screenshot shows the OneNote Online interface for a notebook named 'JM notebook1'. The ribbon is set to 'Home', and the 'Styles' section is visible. The left sidebar shows a table of contents with sections like 'Contents', 'Protocols', 'Bioinformatics', 'Experiment 1', and 'Test section'. The main content area displays a page titled 'RNA Seq' with a timestamp 'Tuesday, March 26, 2019 3:47 PM'. A context menu is open over the 'Protocols' section, listing options such as 'Copy', 'Paste', 'Delete Page', 'Move/Copy', 'New Page', 'Make Subpage', 'Promote Subpage', 'Show Versions', 'Copy Link to this Page', and 'Open in new tab'. The 'Make Subpage' option is highlighted with a red rectangle.

# Exercise 2

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

# Exercise 2



The screenshot shows the OneNote Online interface. The top bar includes the OneNote Online logo, the notebook name 'JM notebook1', and a 'Share' button. Below the top bar is a ribbon with tabs: File, Home, Insert, Draw, View, Print, and a search bar. The 'Draw' tab is active, showing tools like Type, Marquee Select, Eraser, Pen, Highlighter, and color/thickness options. The left sidebar shows the notebook structure with sections: Protocols, Contents, Bioinformatics, Experiment 1, Test section, and Experiment 42. The 'Protocols' section is expanded, showing a list of pages: RNA Seq, 10X Single cell RNA Seq, DNA methylation, and ChIP Seq. The 'RNA Seq' page is selected and displayed on the right. The page content includes the title 'RNA Seq', 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'.

OneNote Online | JM notebook1 | JM notebook1 | Share | Jo Montgomery

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

Undo Tools Color Style

JM notebook1

Protocols RNA Seq

Contents 10X Single cell RNA Seq

Bioinformatics DNA methylation

Experiment 1 ChIP Seq

Test section

Experiment 42

+ Section + Page

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?



OneNote



# What Can you do in OneNote?

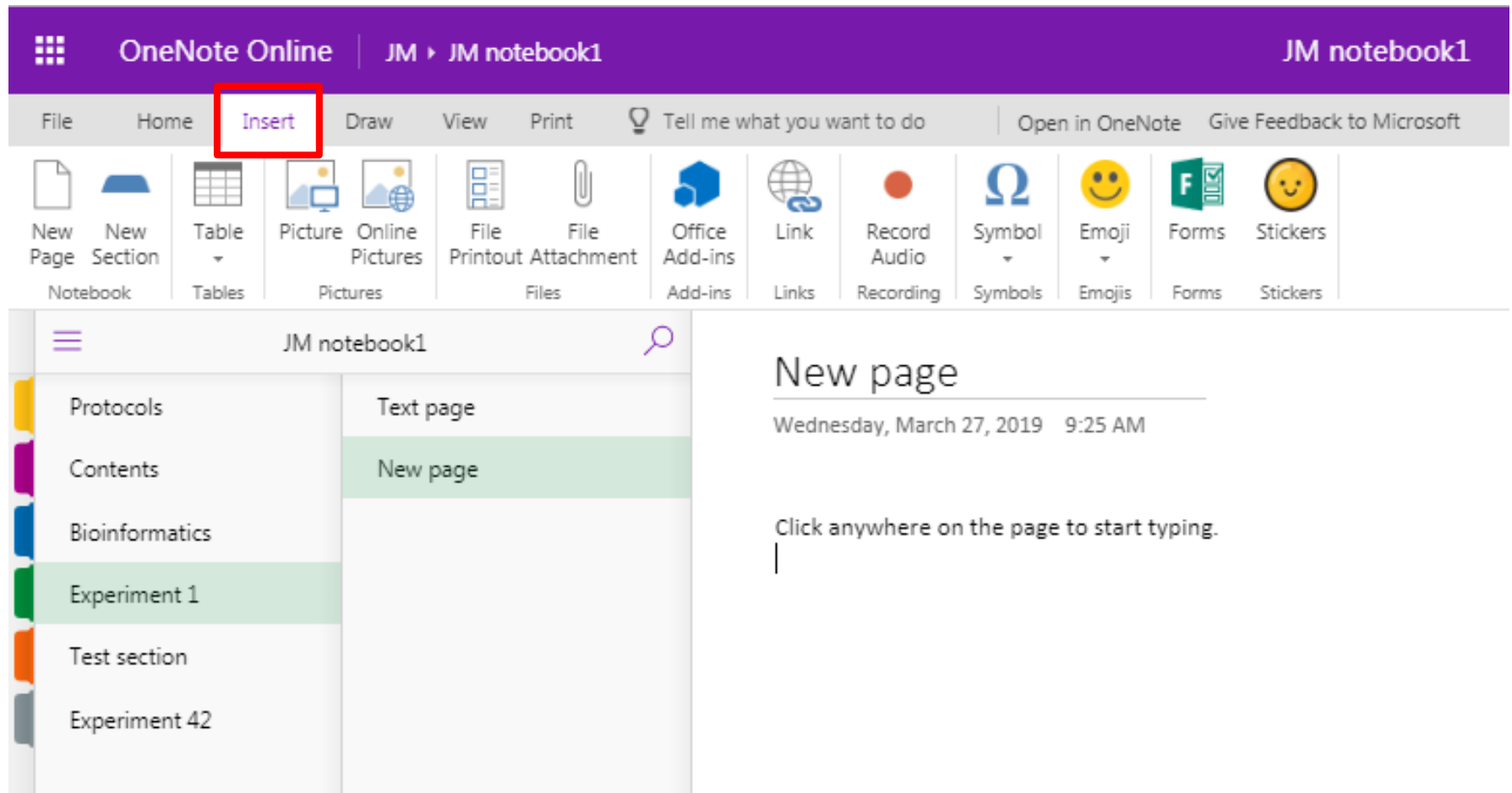
- Add text
- Make tables
- Insert images
- Insert/attach files
- Add links

# Stuff you don't need

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

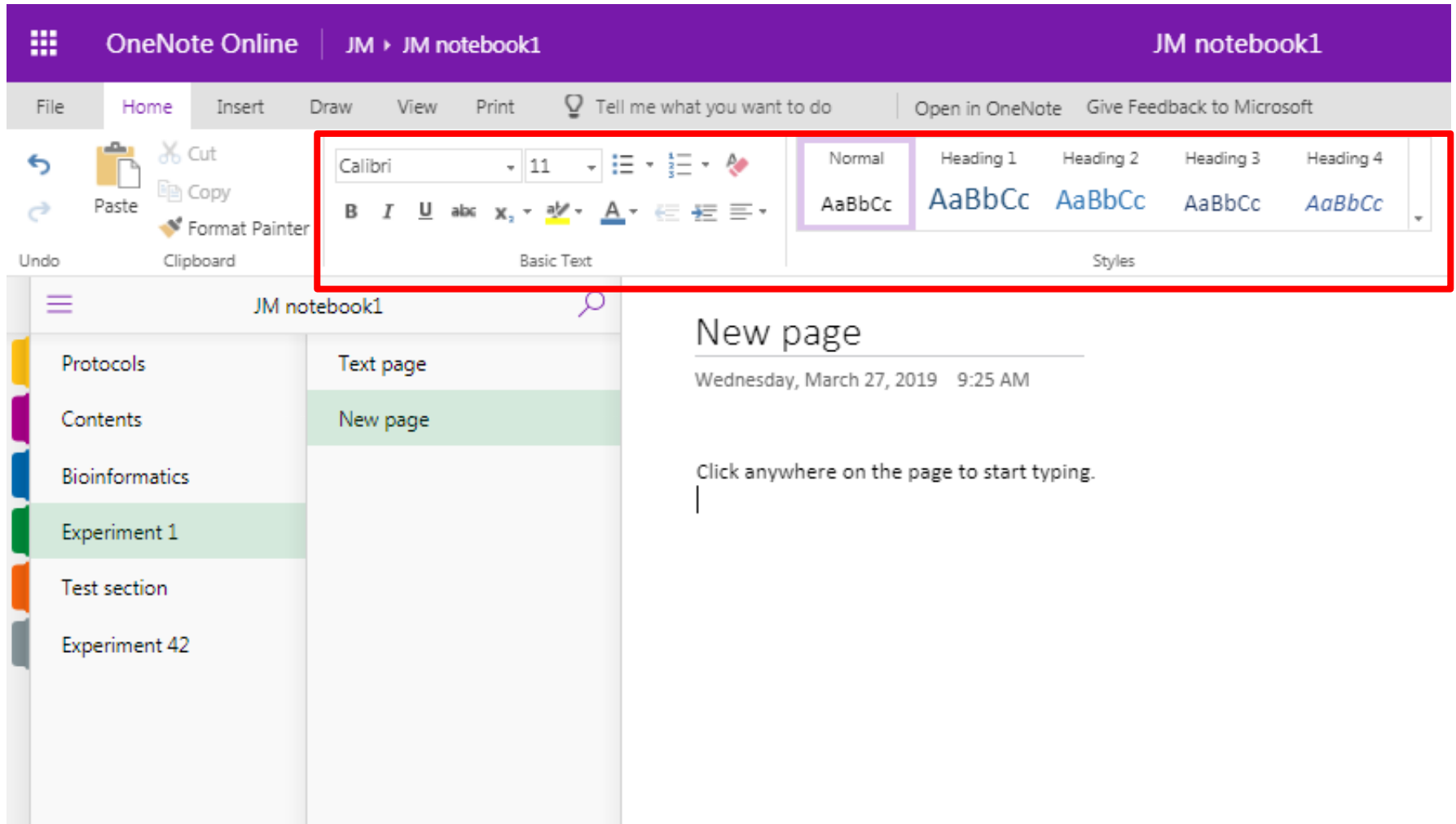


# How to add things



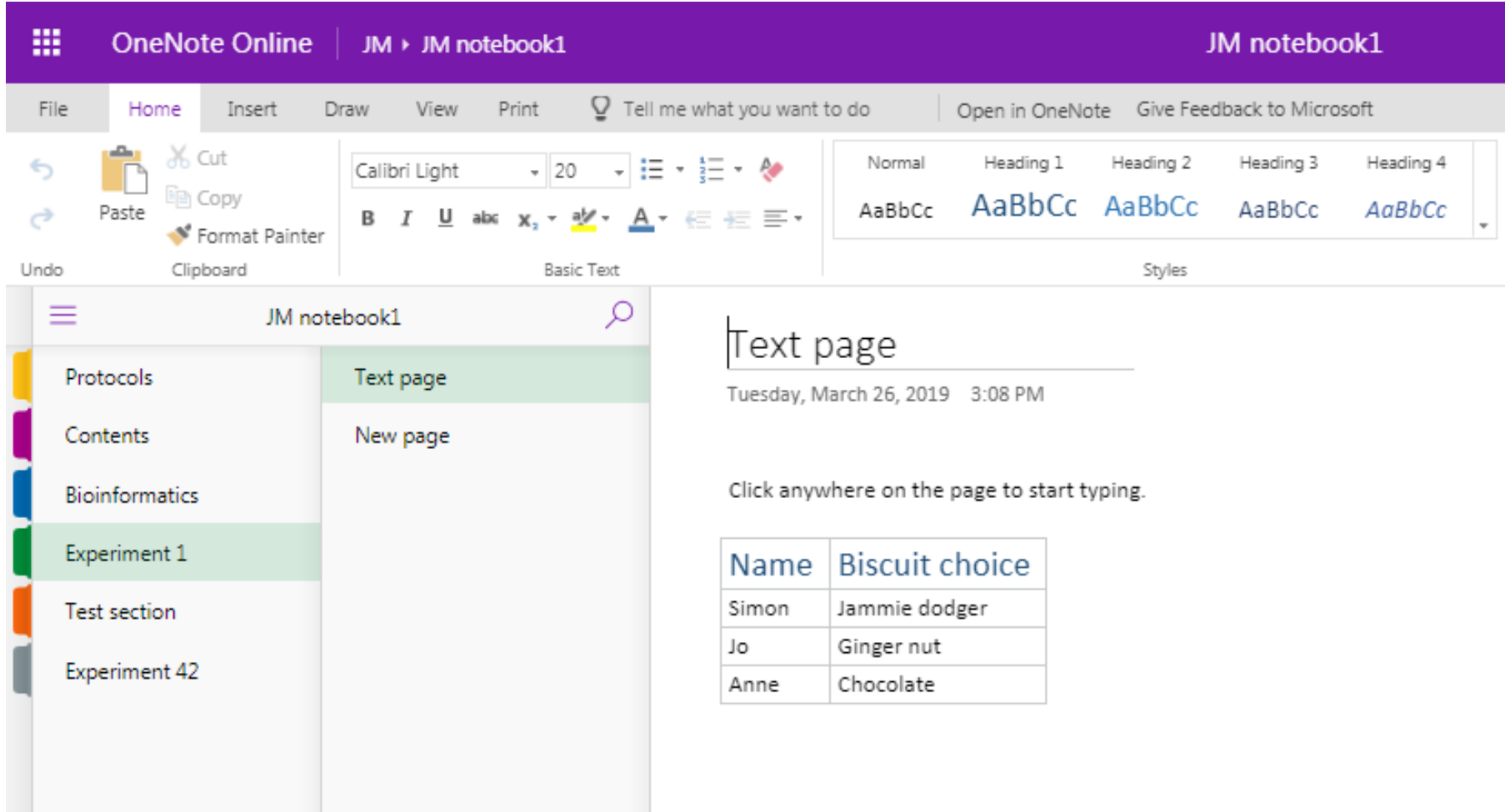
The screenshot displays the OneNote Online interface. The top navigation bar is purple and contains the text "OneNote Online" and "JM notebook1". Below this is a ribbon with tabs: File, Home, Insert (highlighted with a red box), Draw, View, and Print. The Insert tab is active, showing various icons for adding content: New Page, New Section, Table, Picture, Online Pictures, File Printout Attachment, Office Add-ins, Link, Record Audio, Symbol, Emoji, Forms, and Stickers. Below the ribbon, the left sidebar shows a list of sections: Protocols, Contents, Bioinformatics, Experiment 1 (highlighted), Test section, and Experiment 42. The main content area on the right 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.

# Text



The screenshot displays the OneNote Online interface. The top navigation bar shows "OneNote Online" and "JM notebook1". The ribbon is set to "Home", with tabs for File, Home, Insert, Draw, View, and Print. The "Home" tab is active, showing the "Basic Text" group with options for font face (Calibri), size (11), bold (B), italic (I), underline (U), and text color. The "Styles" group shows the "Normal" style selected, with other styles like Heading 1, Heading 2, Heading 3, and Heading 4. The left sidebar shows the notebook structure with "JM notebook1" and 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" and a prompt to "Click anywhere on the page to start typing."

# Tables



The screenshot shows the OneNote Online interface. The top bar is purple with the OneNote logo and the text "OneNote Online". Below this is a navigation bar with tabs for "File", "Home", "Insert", "Draw", "View", and "Print". The "Home" tab is active. The ribbon shows various options like "Undo", "Clipboard", "Basic Text", and "Styles". The "Styles" section includes "Normal", "Heading 1", "Heading 2", "Heading 3", and "Heading 4". The "Heading 1" style is selected, showing the text "AaBbCc".

The notebook is titled "JM notebook1". The left sidebar shows a list of pages: "Protocols", "Contents", "Bioinformatics", "Experiment 1", "Test section", and "Experiment 42". The "Experiment 1" page is selected, showing a "Text page" and a "New page" button.

The main content area shows a "Text page" with the title "Text page" and the date and time "Tuesday, March 26, 2019 3:08 PM". Below this is a prompt: "Click anywhere on the page to start typing." A table is displayed on the page:

Name	Biscuit choice
Simon	Jammie dodger
Jo	Ginger nut
Anne	Chocolate

# Images

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

# Images

OneNote Online | Jo Montgomery ▸ mac practice not... mac pr...

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

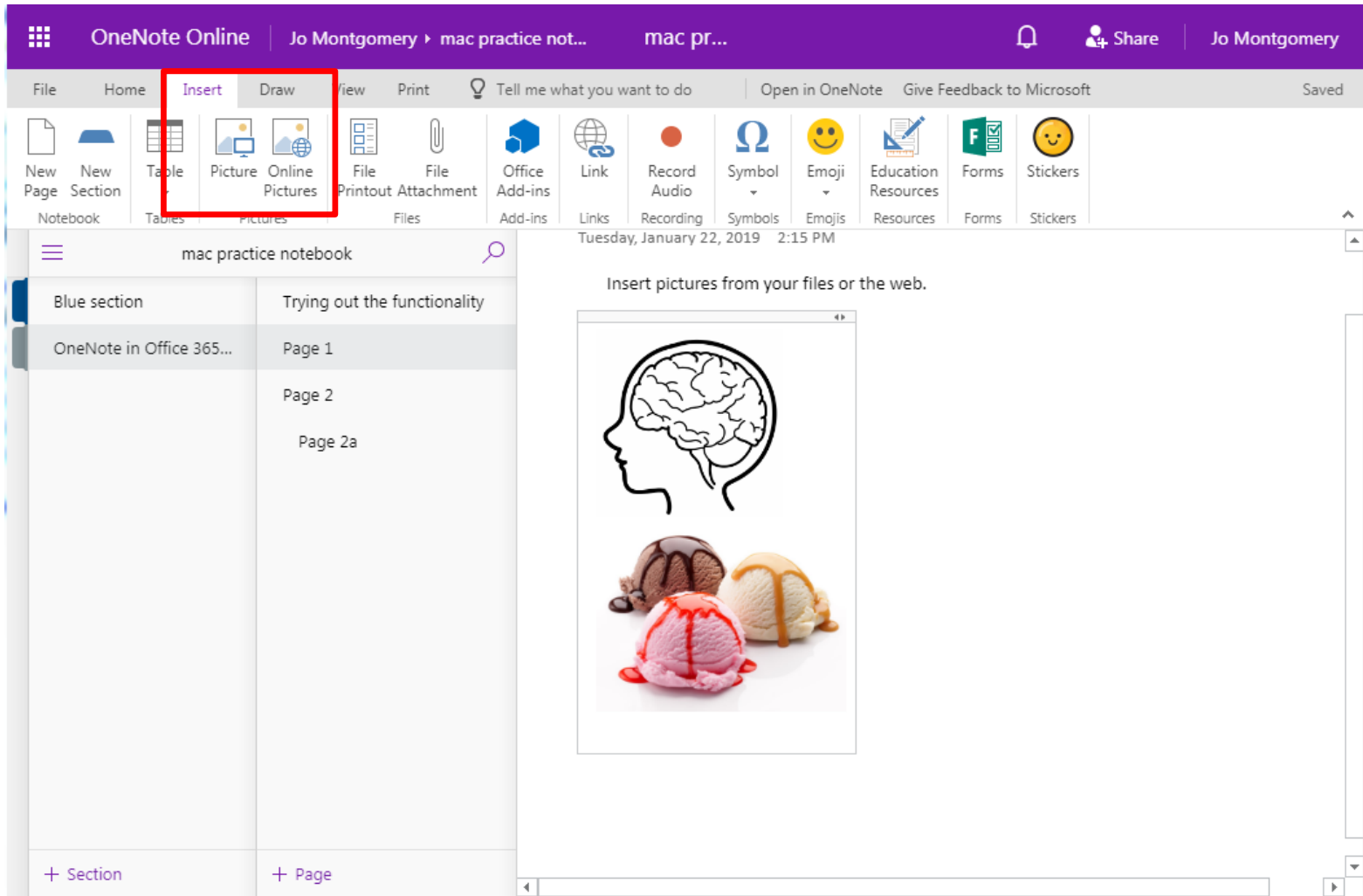
New Page New Section Table Picture Online Pictures File File Office Add-ins Link Record Audio Symbol Emoji Education Resources Forms Stickers

Notebook Tables Pictures Files Add-ins Links Recording Symbols Emojis Resources Forms Stickers

mac practice notebook


Blue section	Trying out the functionality
OneNote in Office 365...	Page 1
	Page 2
	Page 2a

Insert pictures from your files or the web.



# Images



 + Shift + S



 + Shift + 4

# Exercise 3

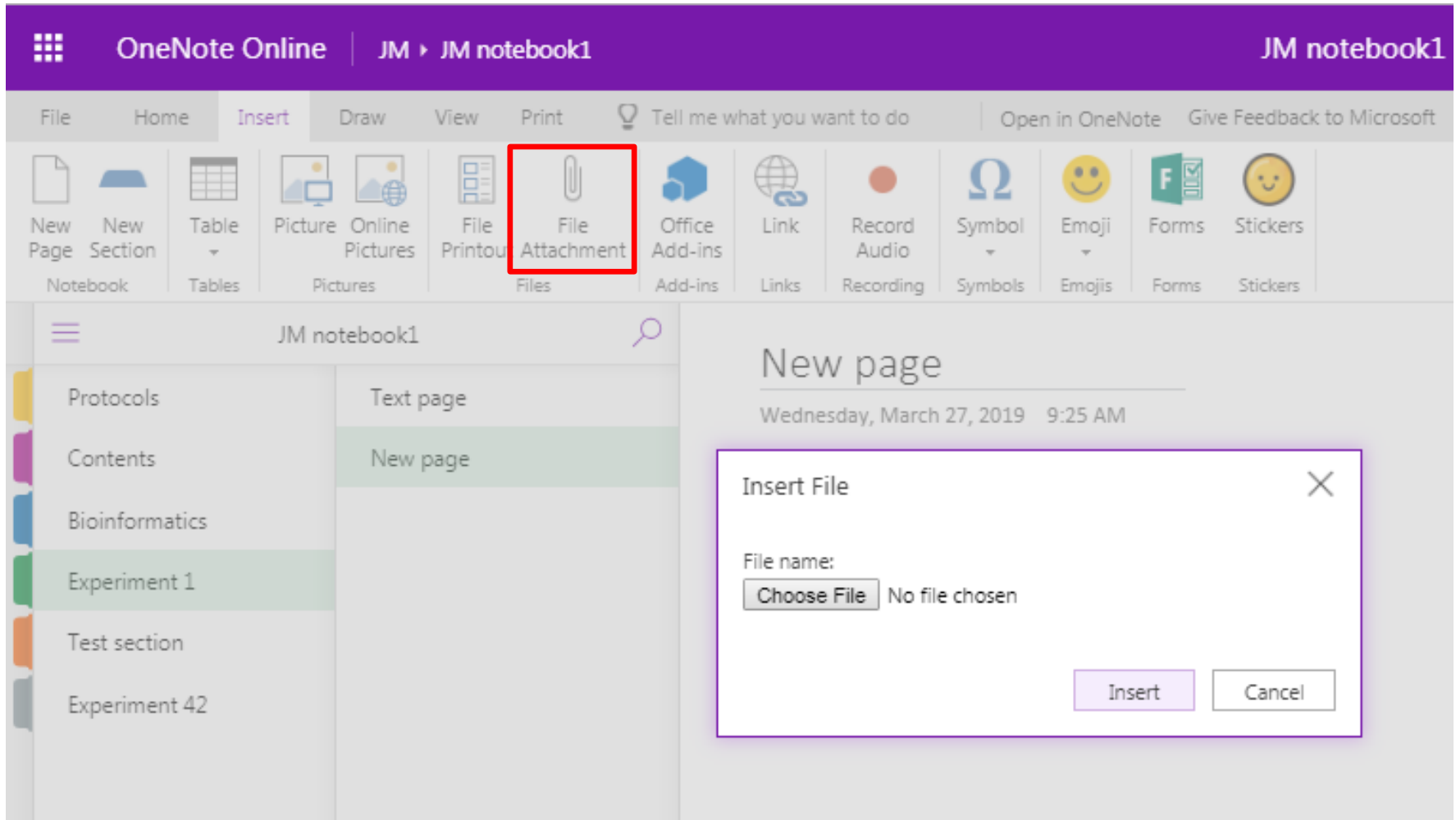
Adding text, tables, formatting and  
images

# Add files and links

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

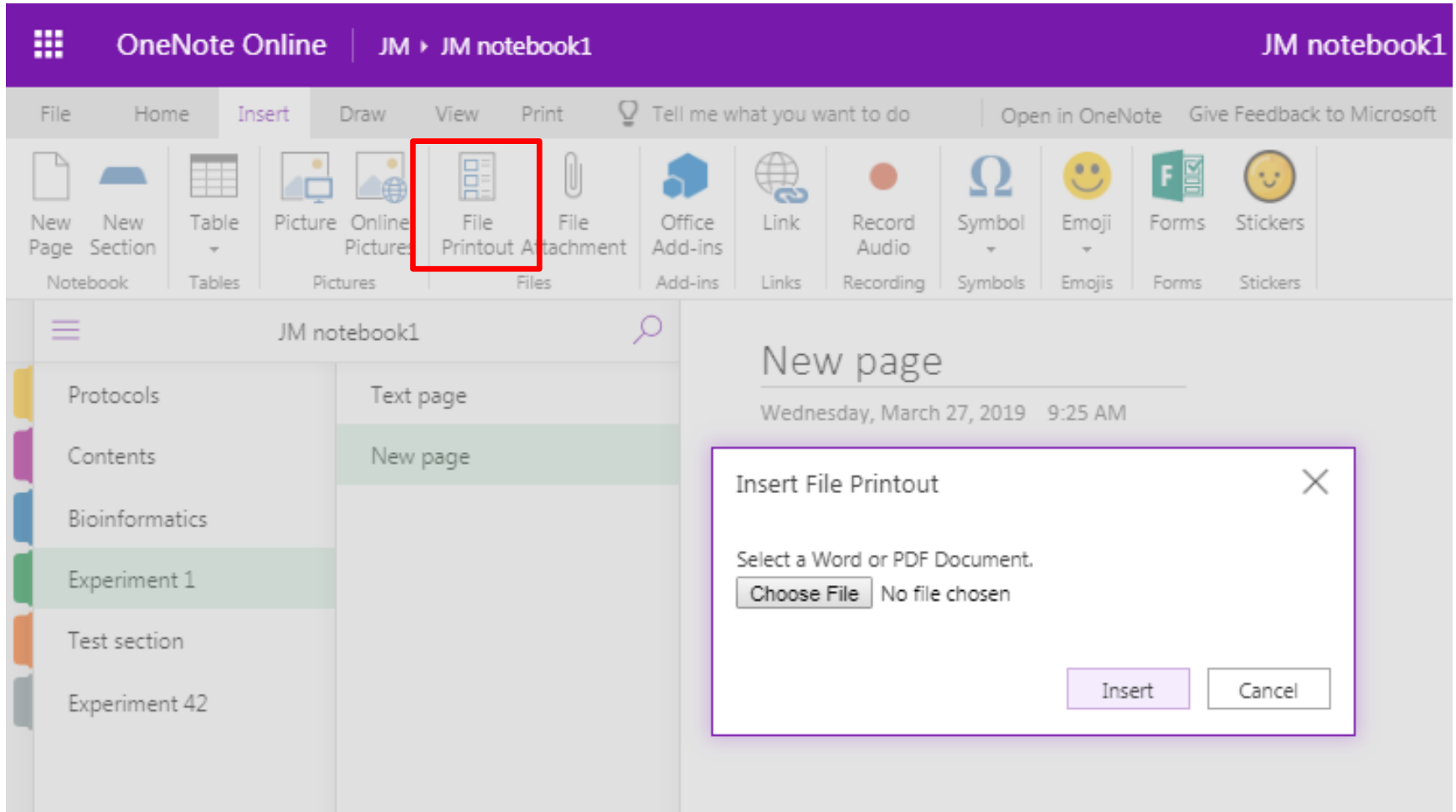


# Insert a File



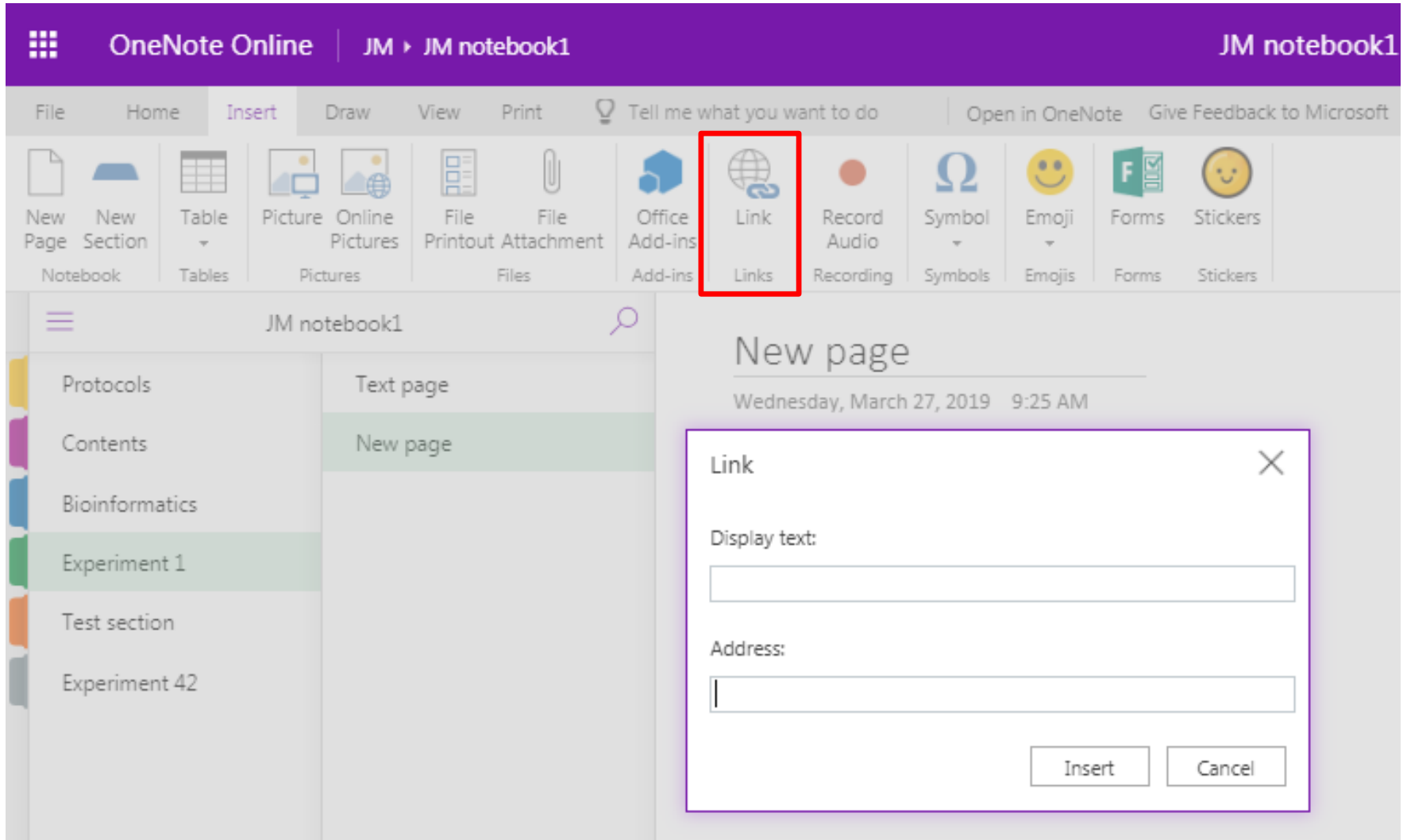
The screenshot displays the OneNote Online interface. The top navigation bar includes 'OneNote Online' and 'JM > JM notebook1'. The 'Insert' tab is selected in the ribbon, which contains various options: New Page, New Section, Table, Picture, Online Pictures, File Printout, File Attachment (highlighted with a red box), 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 'Wednesday, March 27, 2019 9:25 AM'. A 'File Attachment' dialog box is open, prompting for a 'File name:' and featuring a 'Choose File' button, 'No file chosen' text, and '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, which includes options like 'New Page', 'New Section', 'Table', 'Picture', 'Online Pictures', 'File Printout Attachment' (highlighted with a red box), 'File 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 '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.' with a 'Choose File' button and 'No file chosen' text. The dialog also features 'Insert' and 'Cancel' buttons.

# Add links



The screenshot displays the OneNote Online interface. The top navigation bar shows 'OneNote Online' and 'JM notebook1'. The 'Insert' ribbon is active, and the 'Link' button, represented by a globe icon, is highlighted with a red rectangle. Below the ribbon, the 'JM notebook1' sidebar lists sections: Protocols, Contents, Bioinformatics, Experiment 1 (selected), Test section, and Experiment 42. The main content area shows a 'New page' with the date 'Wednesday, March 27, 2019' and time '9:25 AM'. A 'Link' dialog box is open in the foreground, featuring a close button (X) in the top right corner. It contains two input fields: 'Display text:' and 'Address:'. 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

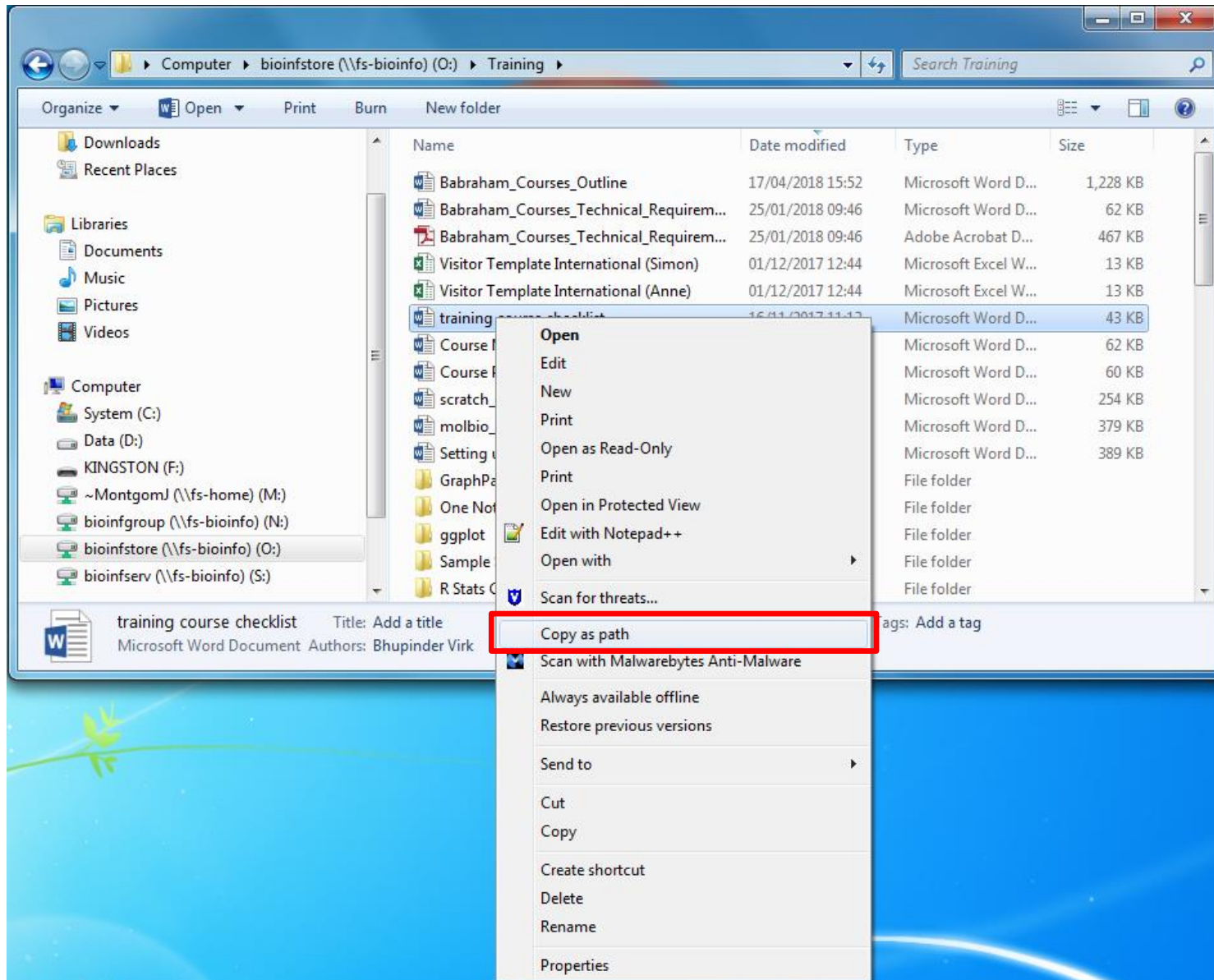
- Link to files stored elsewhere
  - Direct link doesn't work – tries to make the file path a URL
  - 2 options

# 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. The top navigation bar includes the OneNote Online logo, the notebook name "JM notebook1", and a search icon. Below this is a ribbon with tabs: File, Home, Insert (selected), Draw, View, Print, and a search bar. The Insert tab is active, showing 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 the notebook structure with "JM notebook1" at the top, followed by 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". Below this, a text box contains the file path "O:\Training\training course checklist.docx", which is highlighted by a red rectangle.

OneNote Online | JM notebook1

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

New Page New Section Table Picture Online Pictures File Printout Attachment Office Add-ins Link Record Audio Symbol Emoji Forms Stickers

JM notebook1

Protocols Contents Bioinformatics Experiment 1 Test section Experiment 42

Text page New page

Wednesday, March 27, 2019 9:25 AM

"O:\Training\training course checklist.docx"



# 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

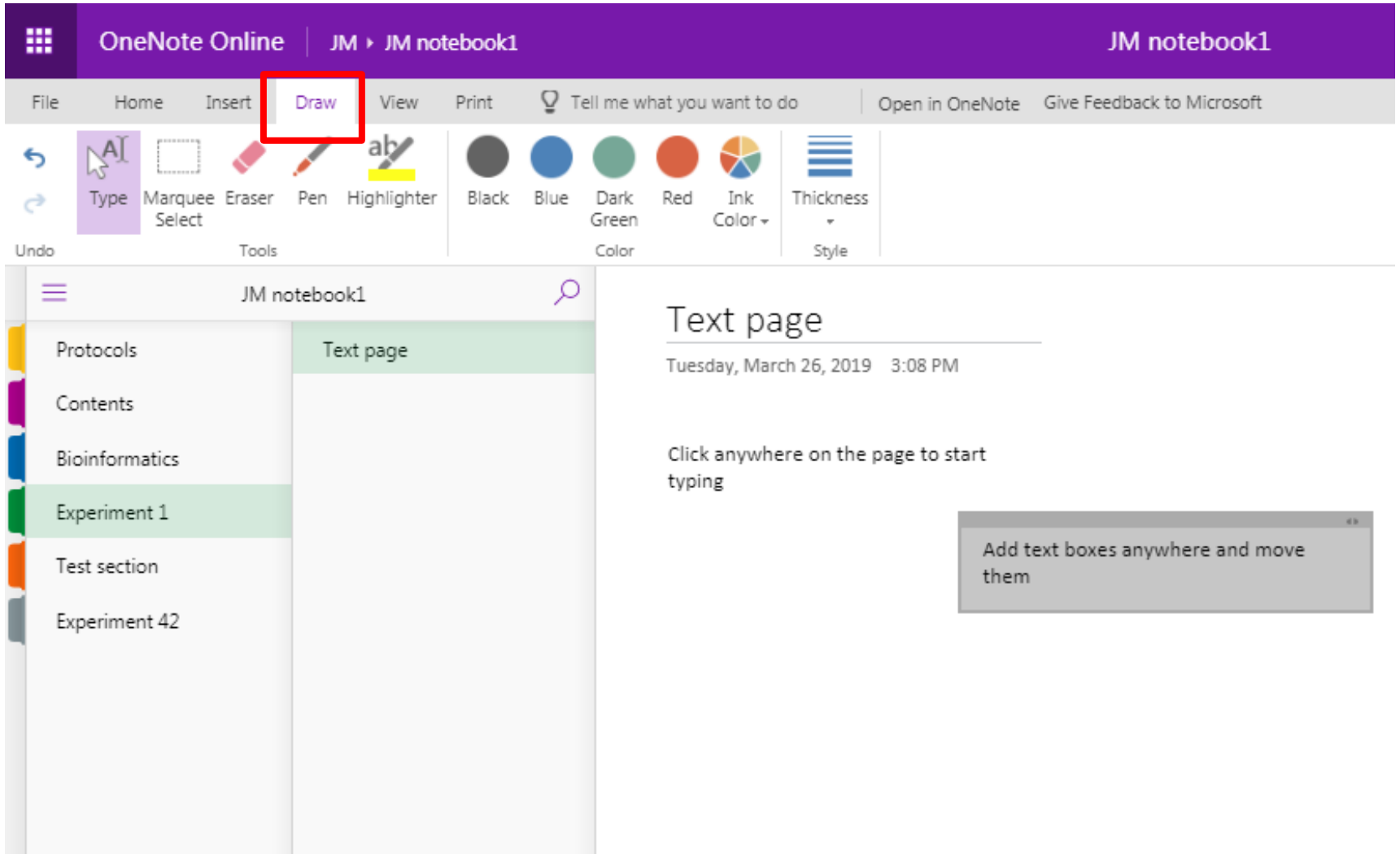
# Exercise 4

## Adding files and links

# Other useful stuff

- Draw
- To Do list
- Quick note

# Draw



The screenshot shows the OneNote Online interface. The top ribbon is purple and contains the following tabs: File, Home, Insert, **Draw** (highlighted with a red box), View, Print, Tell me what you want to do, Open in OneNote, and Give Feedback to Microsoft. The Draw tab is active, showing a variety of drawing tools and options. The left sidebar shows the notebook structure for 'JM notebook1', with 'Text page' selected. The main content area displays the title 'Text page' and the date 'Tuesday, March 26, 2019 3:08 PM'. A message box at the bottom right says 'Add text boxes anywhere and move them'.

**OneNote Online** | JM notebook1

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

Undo Tools Color Style

Tools: Type, Marquee Select, Eraser, Pen, Highlighter

Color: Black, Blue, Dark Green, Red, Ink Color

Style: Thickness

JM notebook1

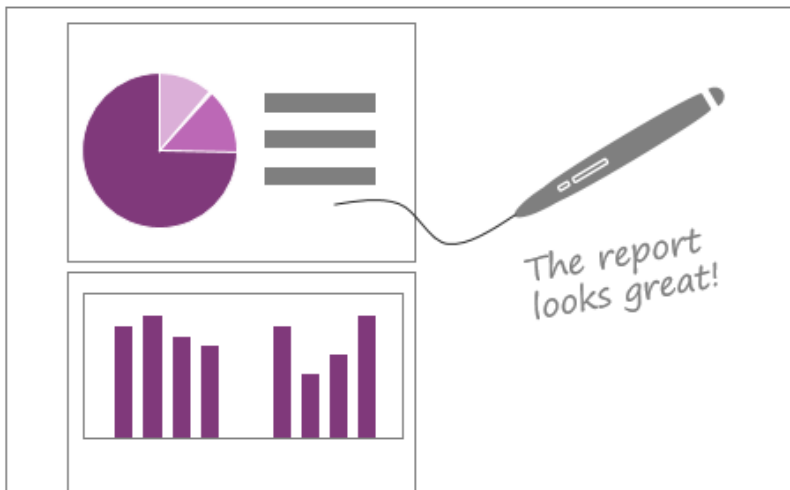
Text page

Tuesday, March 26, 2019 3:08 PM

Click anywhere on the page to start typing

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



in your taskbar

OR

Windows + N on your keyboard

# Annotate images

OneNote Online | JM notebook1 | JM notebook1

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

Undo Tools

Pen Highlighter

Black Blue Dark Green Red Ink Color Thickness Style

JM notebook1

Protocols Page A

Contents Page B

Bioinformatics Page B 1


Experiment 1 Page B 2

Test section Page C

Experiment 42

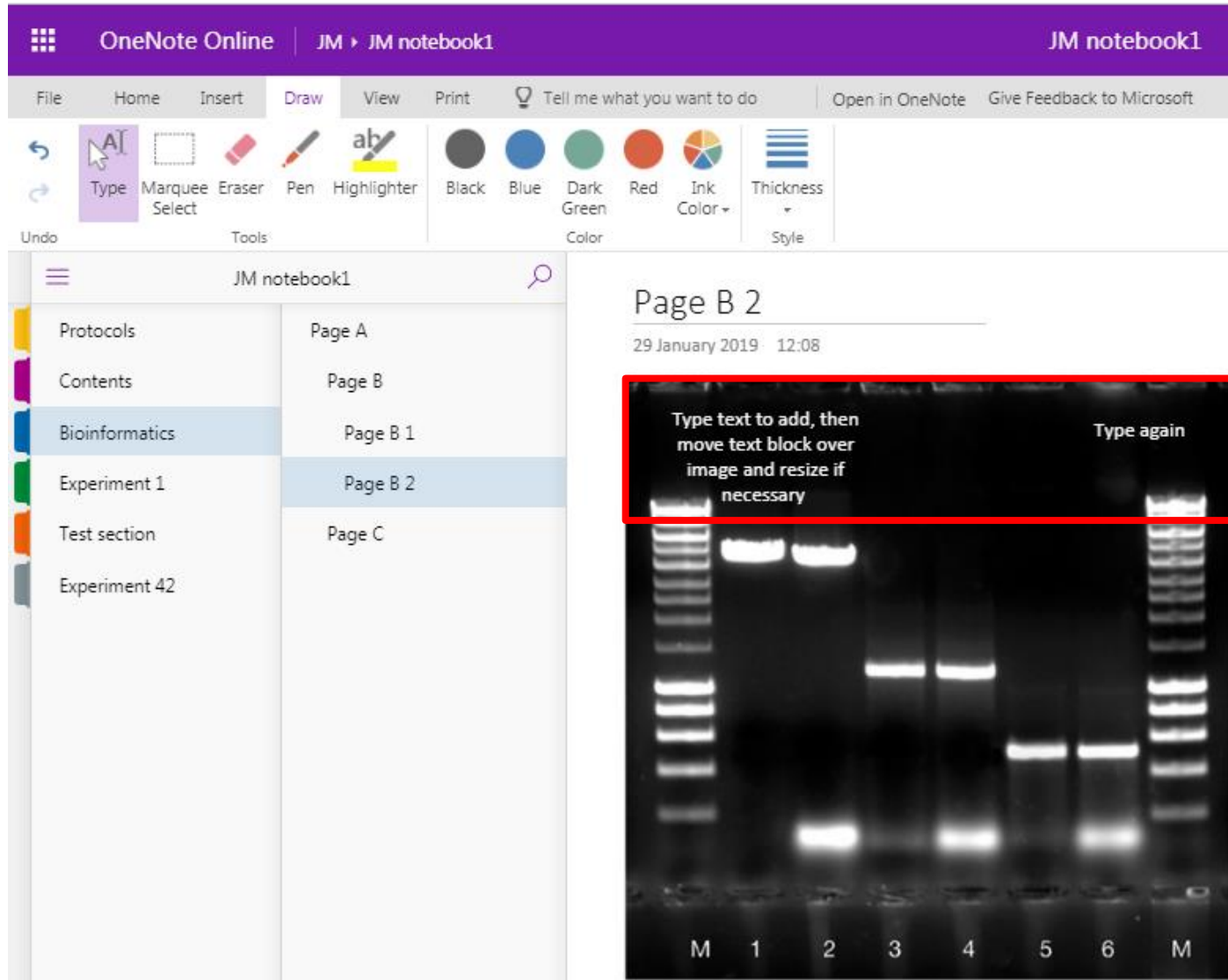
Page B 2

29 January 2019 12:08



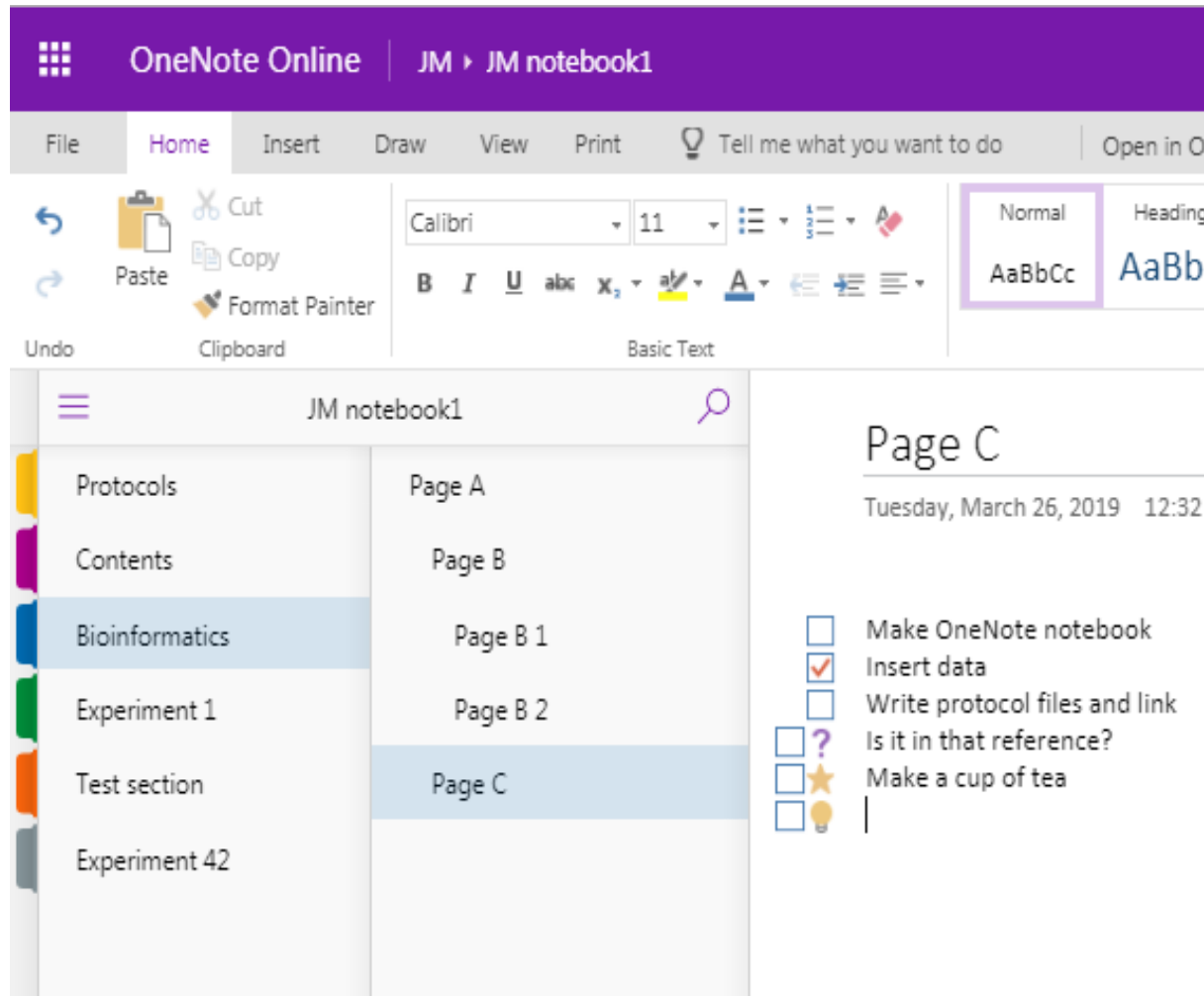
M 1 2 3 4 5 6 M

# 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', 'Print', and a search bar. The 'Draw' tab is active, showing tools like 'Type', 'Marquee Select', 'Eraser', 'Pen', and 'Highlighter', along with color and thickness options. The left sidebar shows a list of pages: 'Page A', 'Page B', 'Page B 1', 'Page B 2' (selected), and 'Page C'. The main content area shows 'Page B 2' with a date and time stamp '29 January 2019 12:08'. A gel electrophoresis image is displayed, with a red box highlighting the top portion. Inside the red box, text is overlaid: 'Type text to add, then move text block over image and resize if necessary' on the left and 'Type again' on the right. The gel image shows lanes labeled 'M', '1', '2', '3', '4', '5', '6', and 'M' at the bottom.

# 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 Paste Cut Copy Format Painter Clipboard Basic Text

Calibri 11

Normal AaBbCc Heading 4 AaBbCc

JM notebook1

Protocols

Contents

Bioinformatics

Experiment 1

Test section

Experiment 42

Page A

Page B

Page B 1

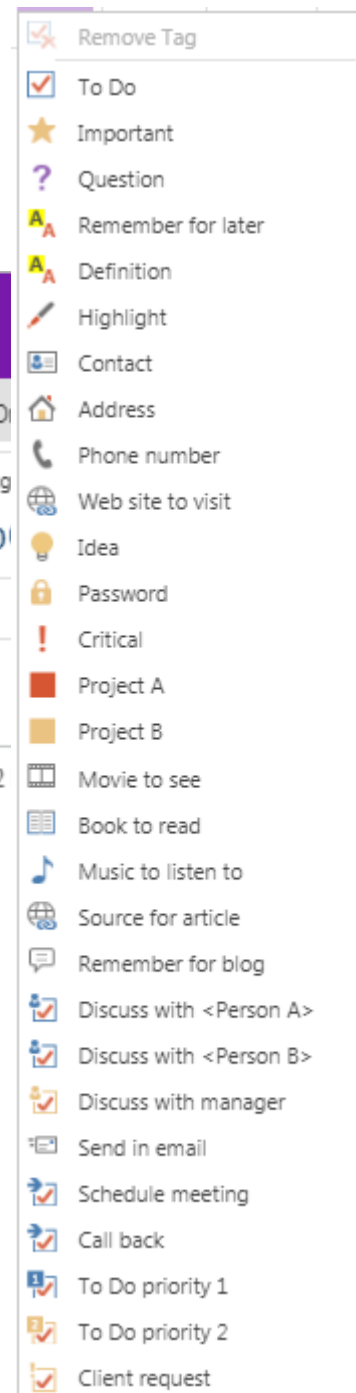
Page B 2

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

Remember for later

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

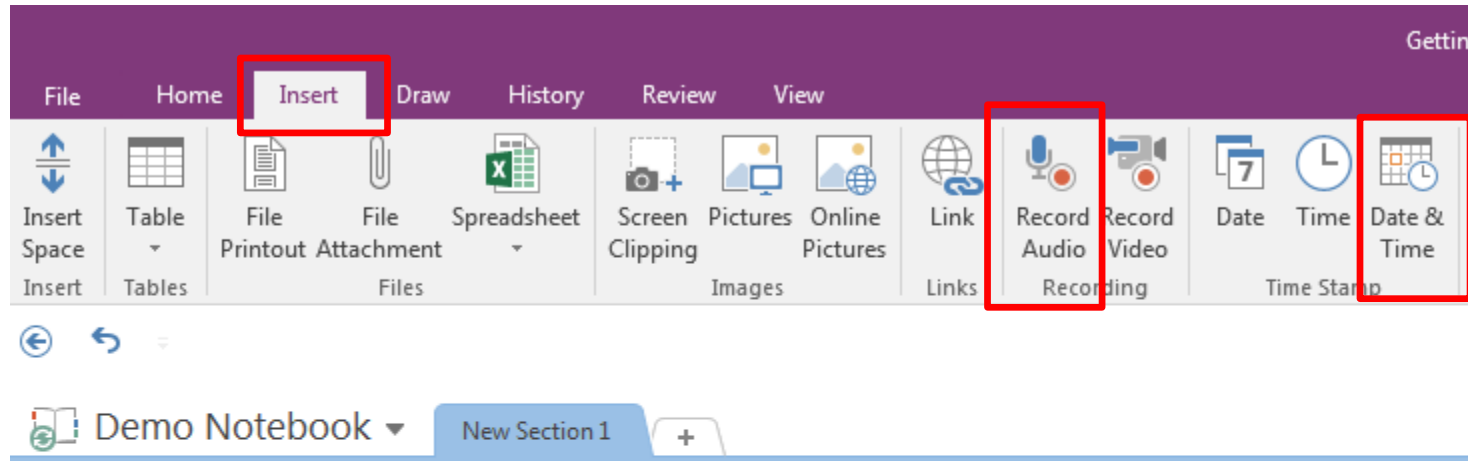
To Do priority 1

To Do priority 2

Client request

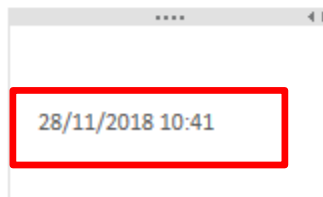


# Add a Time and Date stamp



## Getting started

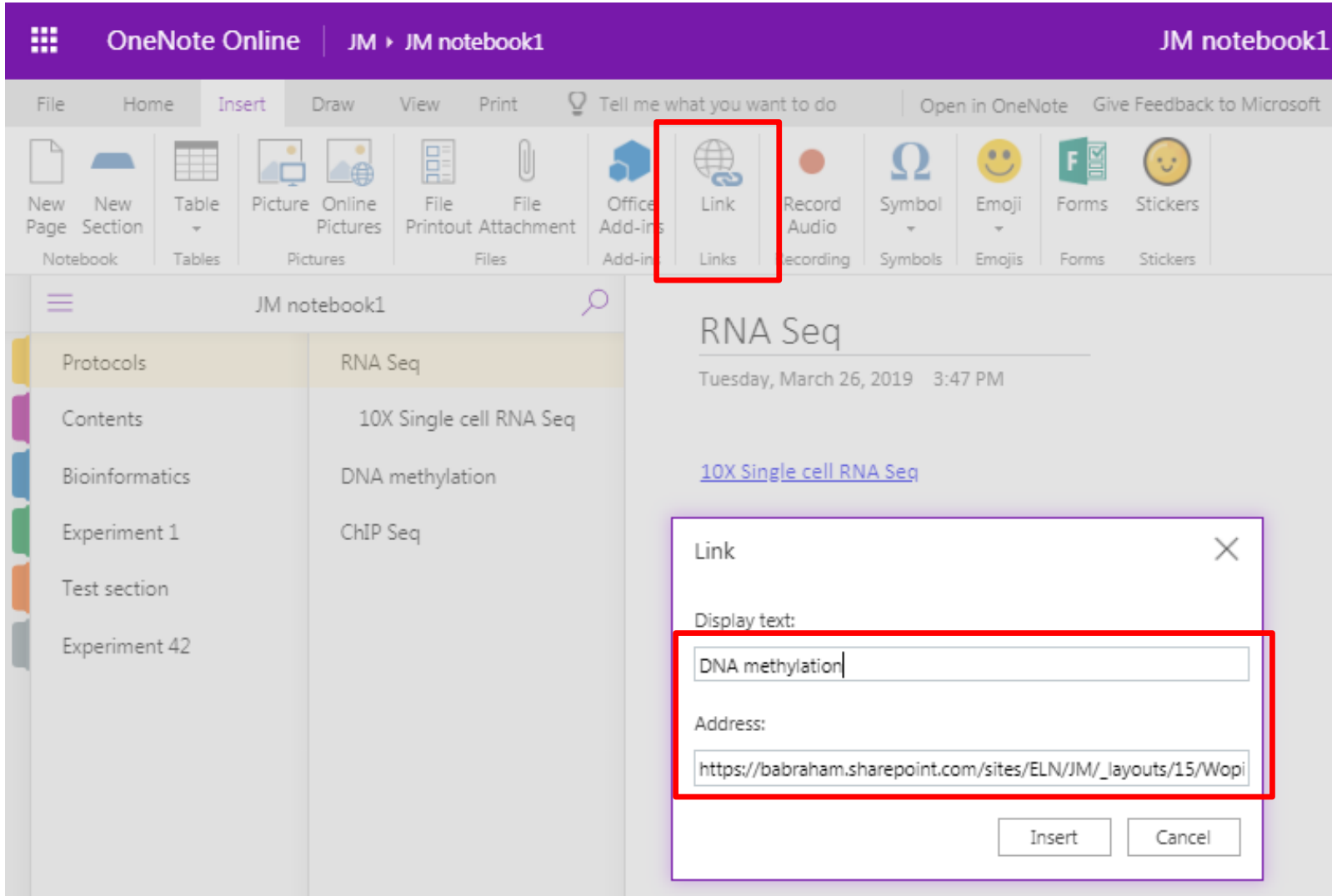
28 November 2018 10:19



# 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 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 for a notebook named 'JM notebook1'. The 'Insert' tab is active, and the 'Link' button in the ribbon is highlighted with a red box. A 'Link' dialog box is open, also with a red box around its input fields. The dialog box contains the following text:

Link

Display text:

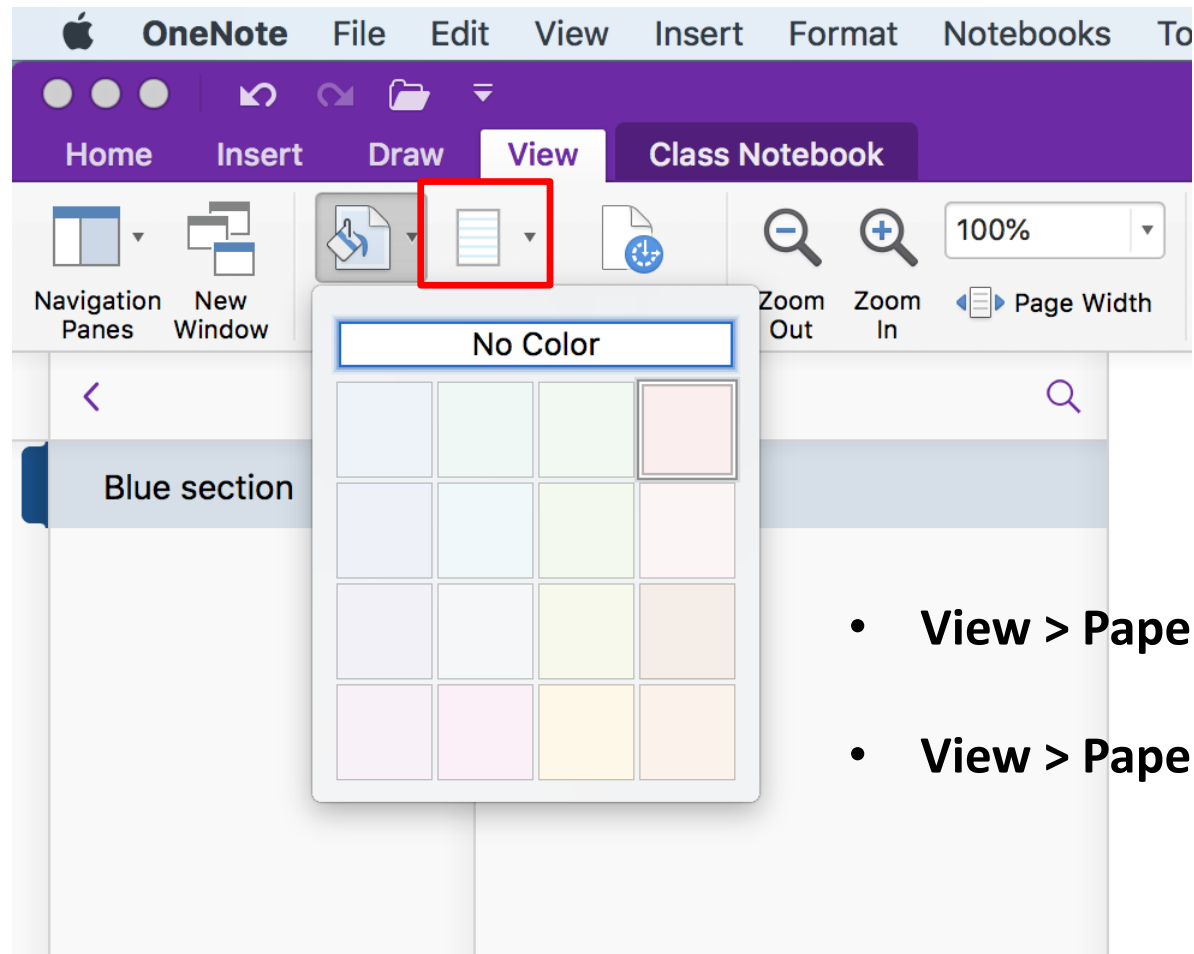
DNA methylation

Address:

[https://babraham.sharepoint.com/sites/ELN/JM/\\_layouts/15/Wopi](https://babraham.sharepoint.com/sites/ELN/JM/_layouts/15/Wopi)

The dialog box has 'Insert' and 'Cancel' buttons at the bottom right.

# Page backgrounds and lines

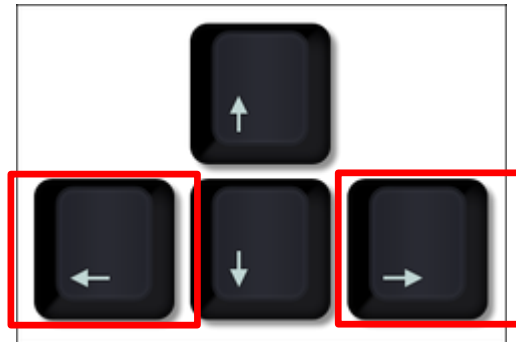


- **View > Paper Style**
- **View > Paper color**

# 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

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

Maths
×

---

Get started with Maths

-  Write your equation in ink  
 or type it using the keyboard
-  Select your equation
-  Tap the Maths button

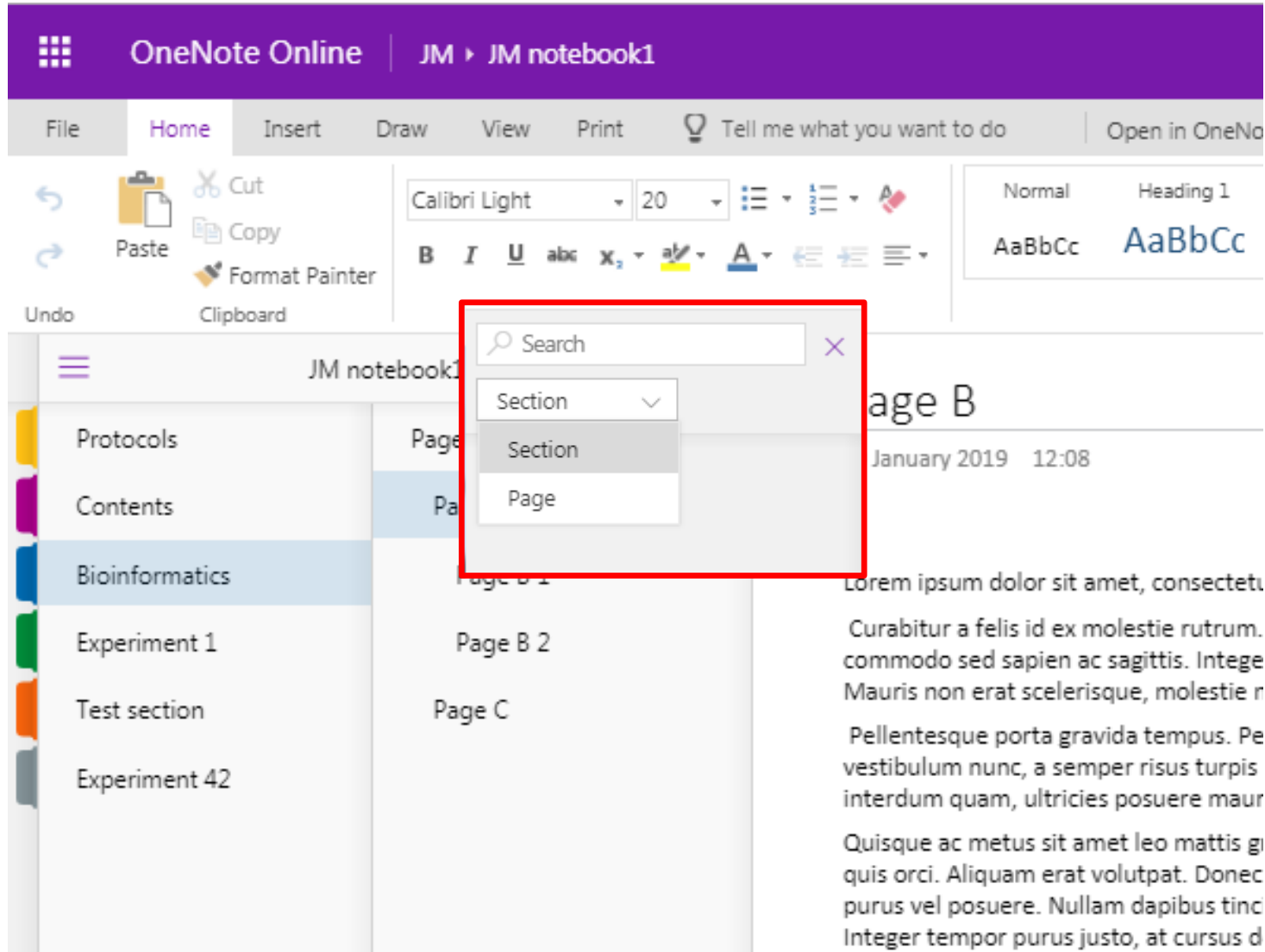
**Quick Start Examples**

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

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

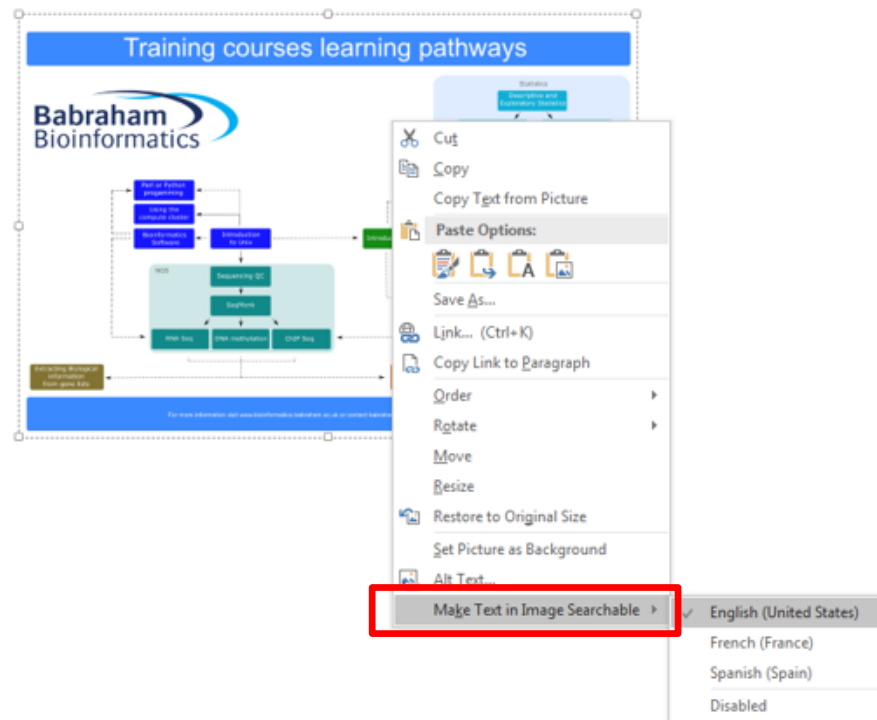
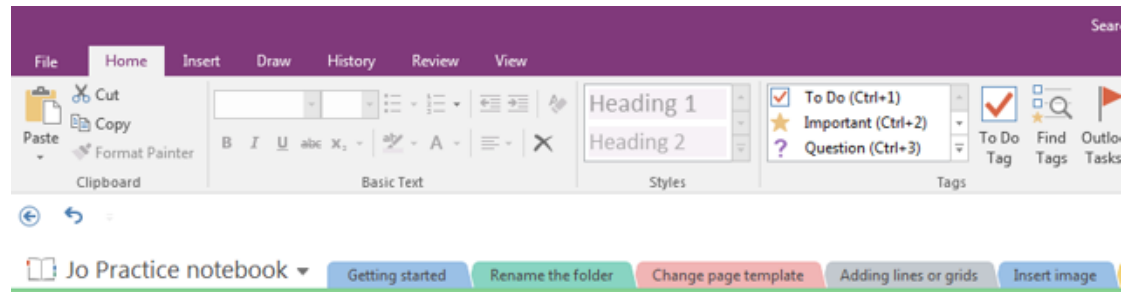
Round 5.65

# Search Text



The screenshot shows the OneNote Online interface for a notebook named "JM notebook1". The ribbon includes tabs for File, Home, Insert, Draw, View, Print, and a search bar. The Home tab is active, showing options for Undo, Paste, Cut, Copy, Format Painter, and various text formatting tools like font face (Calibri Light), size (20), bold, italic, underline, and color. A search dropdown menu is open, showing a search bar and a list of search targets: Section, Section, and Page. The left sidebar shows the notebook structure with sections like Protocols, Contents, Bioinformatics, Experiment 1, Test section, and Experiment 42. The main content area shows a page titled "Page B" with a date and time stamp "January 2019 12:08" and some 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

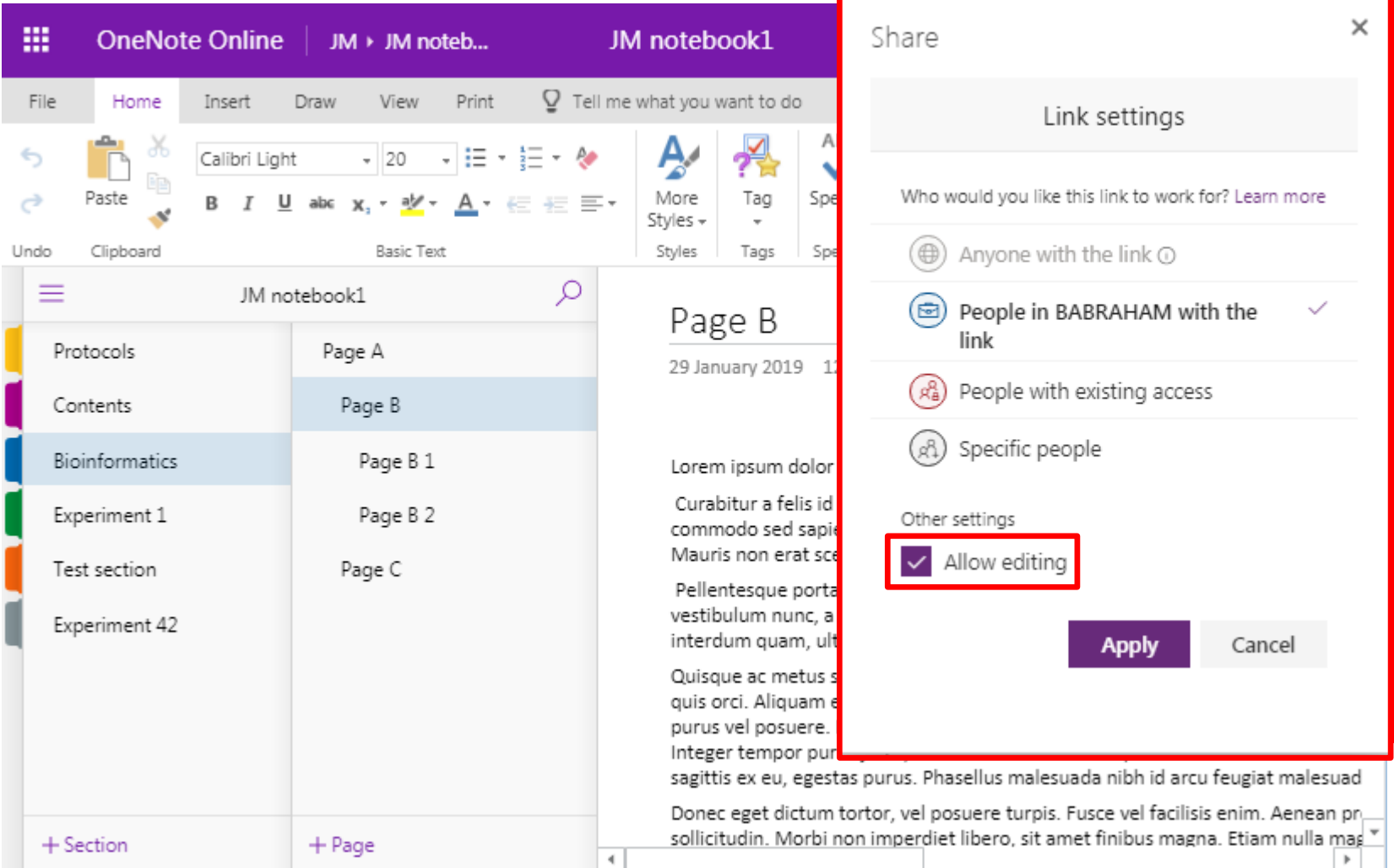
# Exercise 5

Other useful tools

# Sharing OneNote notebooks

- Sharepoint ELN
- OneDrive
- Other locations

# Sharing OneNote notebooks



The screenshot shows the OneNote Online interface for a notebook named 'JM notebook1'. The left sidebar displays a table of contents with sections like 'Protocols', 'Contents', 'Bioinformatics', 'Experiment 1', 'Test section', and 'Experiment 42'. The main area shows 'Page B' with placeholder text. A 'Share' dialog box is open on the right, showing 'Link settings' and a list of sharing options. The 'Allow editing' checkbox under 'Other settings' is checked and highlighted with a red box.

**Share**

Link settings

Who would you like this link to work for? [Learn more](#)

- Anyone with the link
- People in BABRAHAM with the link ✓
- People with existing access
- Specific people

Other settings

- ☒ Allow editing

**Apply** **Cancel**

# 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 Paste Cut Copy Format Painter Clipboard Basic Text

Calibri Light 20

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

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

+ Section + Page

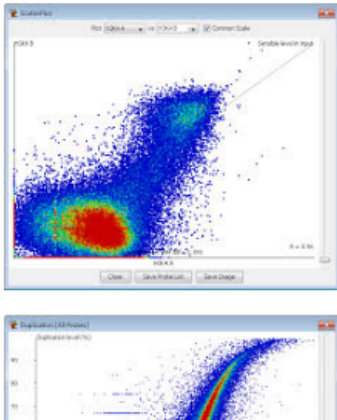
## Sequencing data

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.

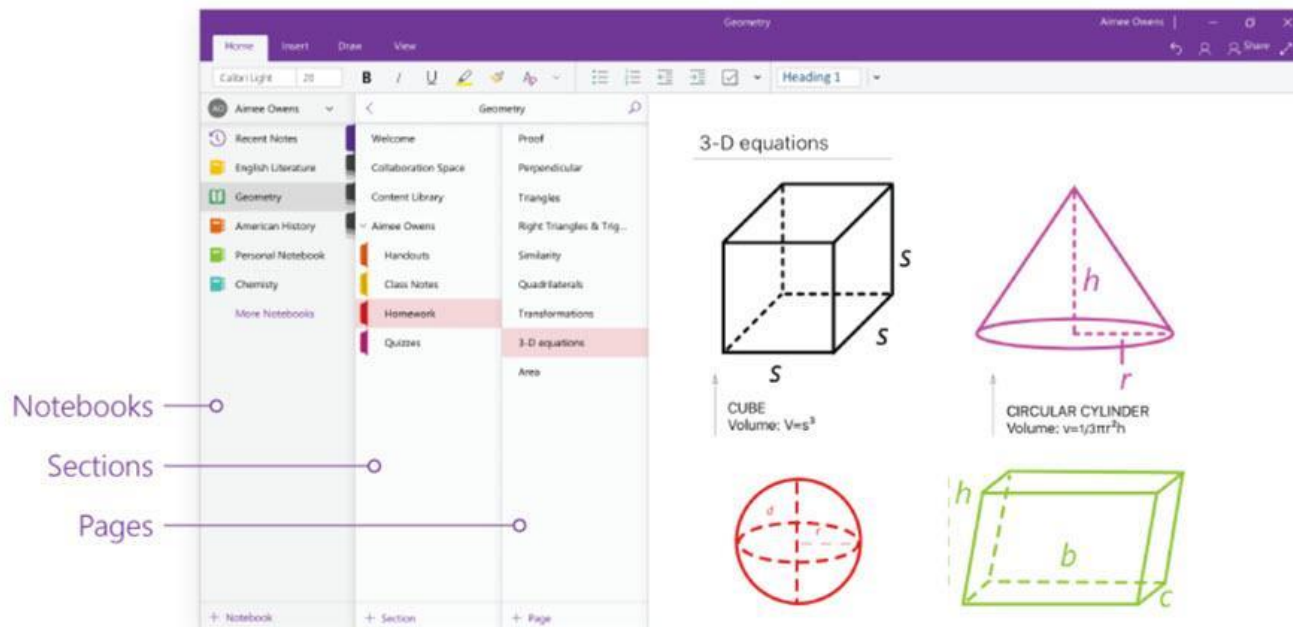


# Exercise 7

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

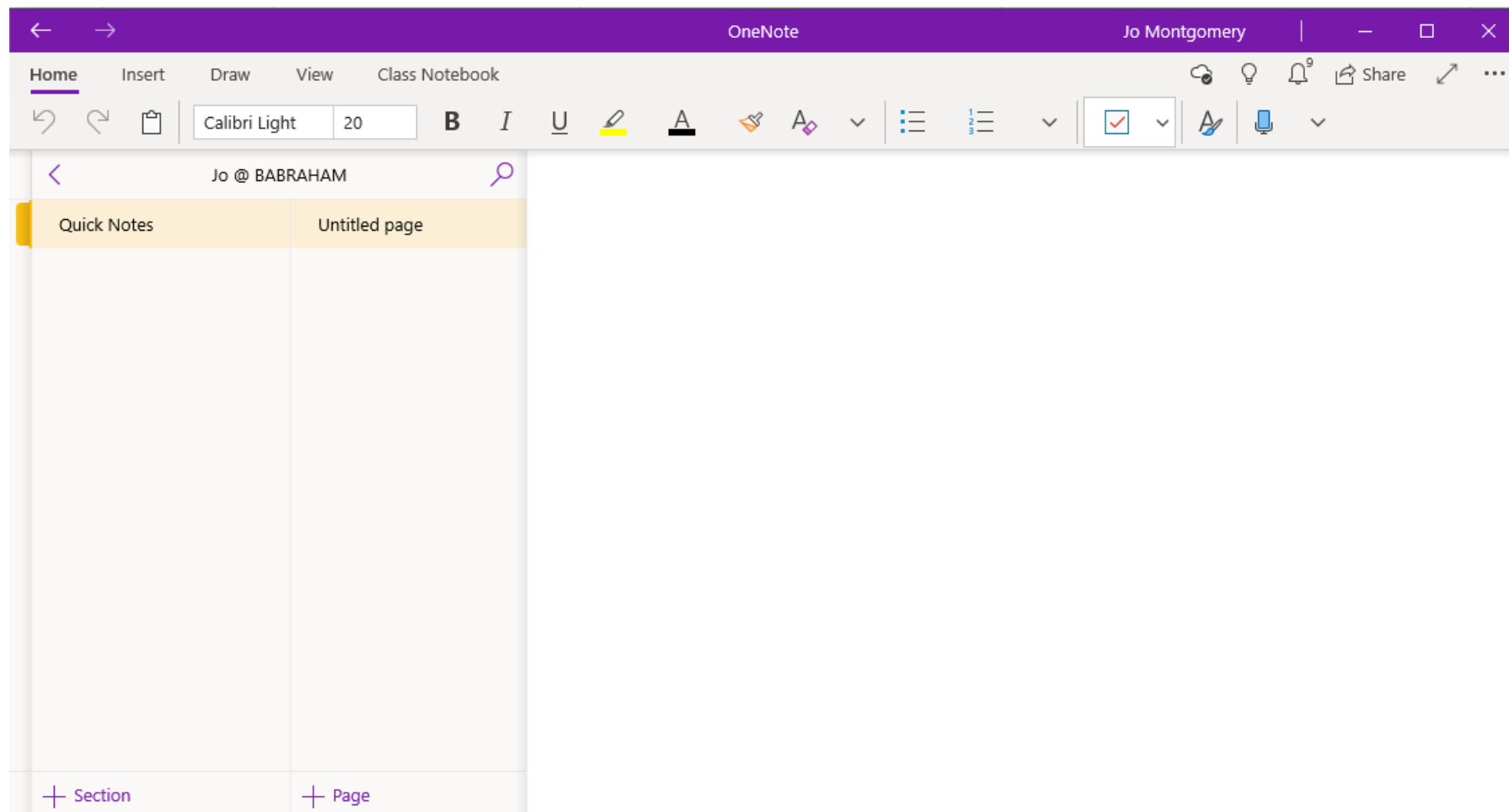
# The future: Windows 10 and Office 2019

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





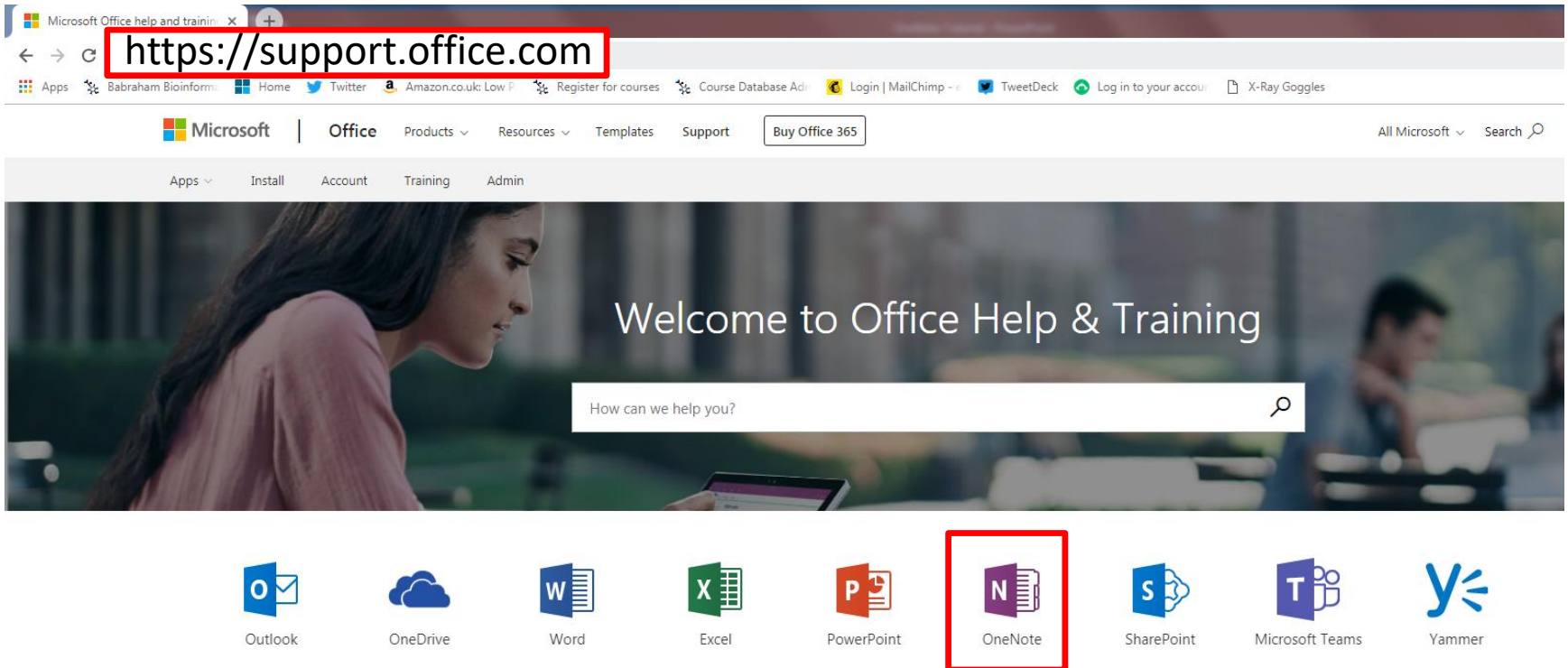
# OneNote for Windows 10



# 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 & Training website. The browser's address bar displays the URL <https://support.office.com>, which is highlighted with a red rectangle. The website's navigation bar includes the Microsoft logo, 'Office' link, and dropdown menus for 'Products', 'Resources', 'Templates', and 'Support'. A 'Buy Office 365' button is also present. Below the navigation bar, a large banner features a woman looking at a tablet, with the text 'Welcome to Office Help & Training' and a search bar asking 'How can we help you?'. At the bottom, a row of application icons is displayed, with the OneNote icon highlighted by a red rectangle. The icons include Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Microsoft Teams, and Yammer.

Microsoft Office help and training

<https://support.office.com>

Apps Babraham Bioinform Home Twitter Amazon.co.uk: Low Register for courses Course Database Ad Login | MailChimp - TweetDeck Log in to your account X-Ray Goggles

Microsoft | Office Products Resources Templates Support Buy Office 365 All Microsoft Search

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

# 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>