



## ARCHIVING COMPLETED ENOTEBOOKS

### RESEARCH DATA TEAM, UNIVERSITY LIBRARY

Data retention policies require you to keep all data associated with research projects for at least five years, or longer in many cases. You should therefore save and store a curated copy of your eNotebook if you're no longer adding new data to it. This involves downloading or exporting the data from your eNotebook by following these steps:

1. Create a complete offline copy of your notebook as an archive (.zip) file. You can find [instructions on how to do this in the Lab Archives Knowledgebase](#).
2. Download a visual record of your notebook to .pdf. You can find [instructions on how to do this in the Lab Archives Knowledgebase](#).
3. Export data from the following widgets as a comma-separated values (.csv) file:
  - a. chemical inventory
  - b. plasmid database
  - c. custom database widgets

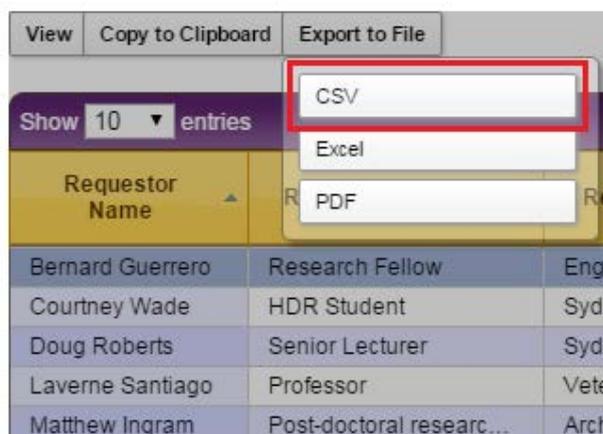
Click on 'Export to File':



The screenshot shows a toolbar with icons for edit, download, upload, share, link, comment, and settings. Below the toolbar are three buttons: 'View', 'Copy to Clipboard', and 'Export to File'. The 'Export to File' button is highlighted with a red rectangular box. Below the buttons is a table with a header 'Show 10 entries' and two columns: 'Requestor Name' and 'Requestor Position'.

Requestor Name	Requestor Position
Bernard Guerrero	Research Fellow
Courtney Wade	HDR Student
Doug Roberts	Senior Lecturer
Laverne Santiago	Professor
Matthew Ingram	Post-doctoral researc...

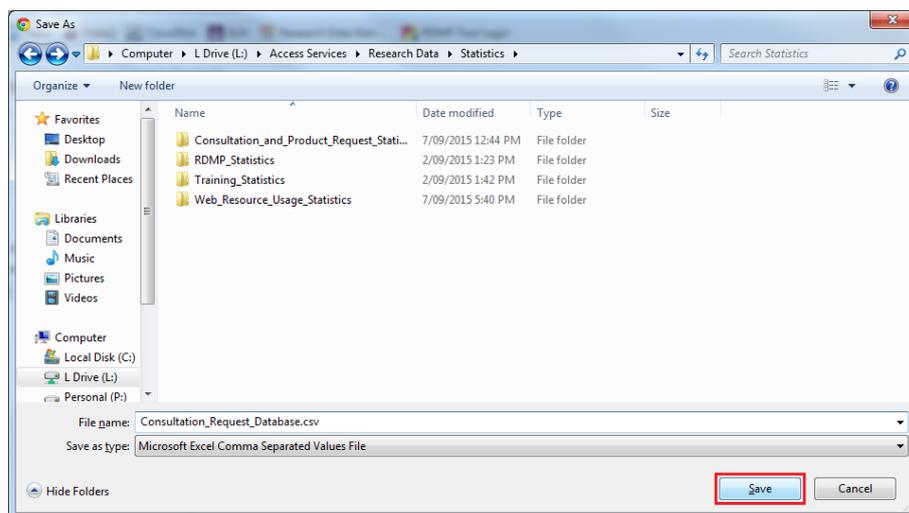
Select 'CSV':



The screenshot shows the 'Export to File' button with a dropdown menu open. The dropdown menu contains three options: 'CSV', 'Excel', and 'PDF'. The 'CSV' option is highlighted with a red rectangular box. The table from the previous screenshot is visible in the background.

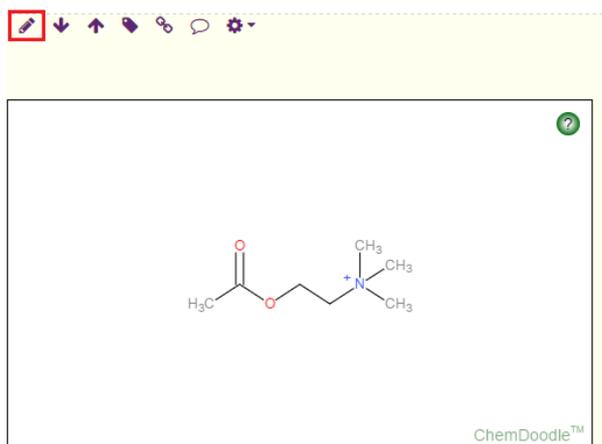
Requestor Name	Requestor Position
Bernard Guerrero	Research Fellow
Courtney Wade	HDR Student
Doug Roberts	Senior Lecturer
Laverne Santiago	Professor
Matthew Ingram	Post-doctoral researc...

Navigate to the folder where you want to save your data, give it a meaningful title, and click 'Save':

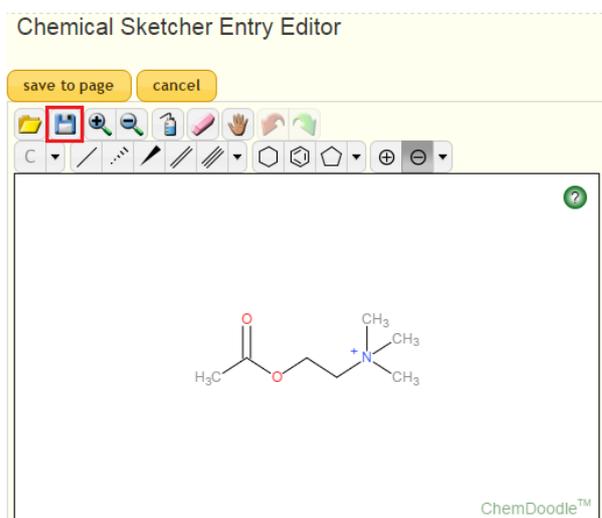


4. Save sketches from the Chemical sketcher widget as an MDL Molfile (.mol):

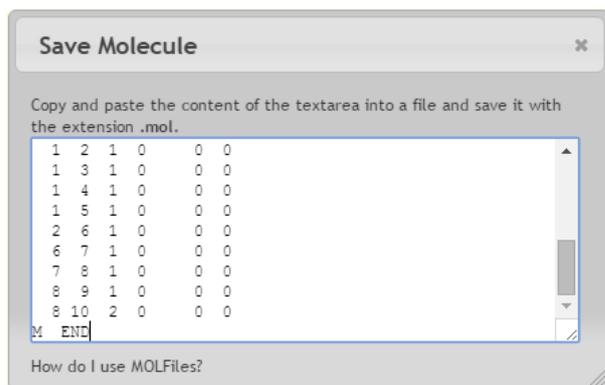
Click on the pencil icon to edit the chemical sketch:



Click on the floppy disk icon to save the molecule:

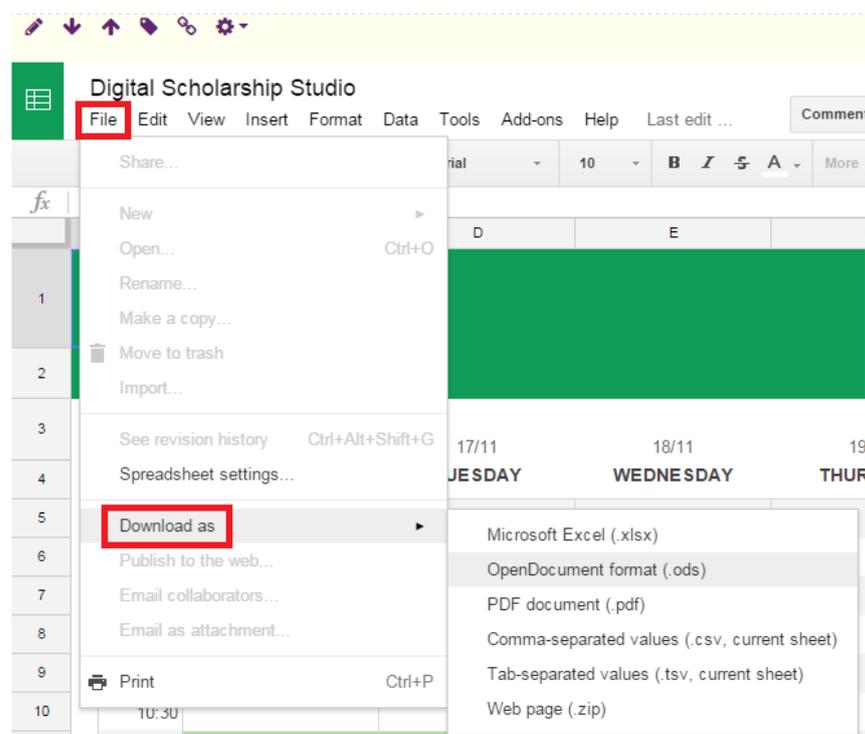


Follow the instructions in the 'Save Molecule' popup to copy and paste the content of the textarea into a text editor (such as Notepad, TextWrangler, Vim, or Emacs) and save it with the .mol extension:



5. Save copies of embedded Google Documents:

Click on File > Download as:



If the document makes use of formatting (eg. colour) to present information, is a spreadsheet that uses functions, or a text document that uses tracked changes, then save it in OpenDocument format (.ods for spreadsheets or .odt for text documents). Otherwise, if formatting isn't an integral part of the document, save it in comma-separated values (.csv) format if it's a spreadsheet or plain text (.txt) format if it's a text document.

6. Prepare a README file that documents all the files (.zip, .pdf, .csv, .mol, .ods, .odt, .txt) that comprise your archived eNotebook. The README should include information on the research project the data relates to, the people who worked on the data, and whether it relates to other physical or electronic data. You can use the eNotebook archive package README template to do this.
7. Move your archived eNotebook to the research data store (RDS) for long-term storage. You can apply for storage space on the RDS by completing a research data management plan (RDMP). To do this, [login to the research data management planning tool](#) using your unikey and password, and create a new RDMP.