

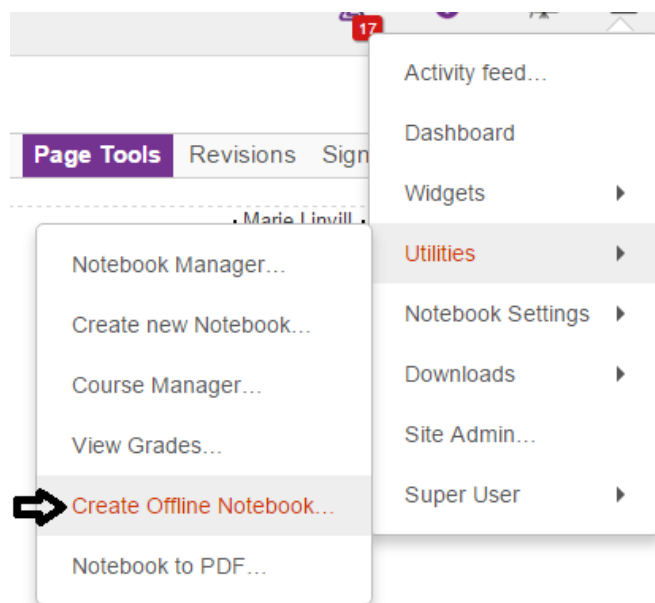
Tip #9:"Only the paranoid survive": Creating a local copy of your Notebook(s)

As we told you in an earlier communication, LabArchives goes to extraordinary lengths to protect and secure your valuable data. In addition to multiple redundancies on our servers, additional backups are made at locations across the country.

That being said, many of our users feel "more comfortable" with a copy of their data stored on their local PC or Mac. With LabArchives, there two simple ways to do this:

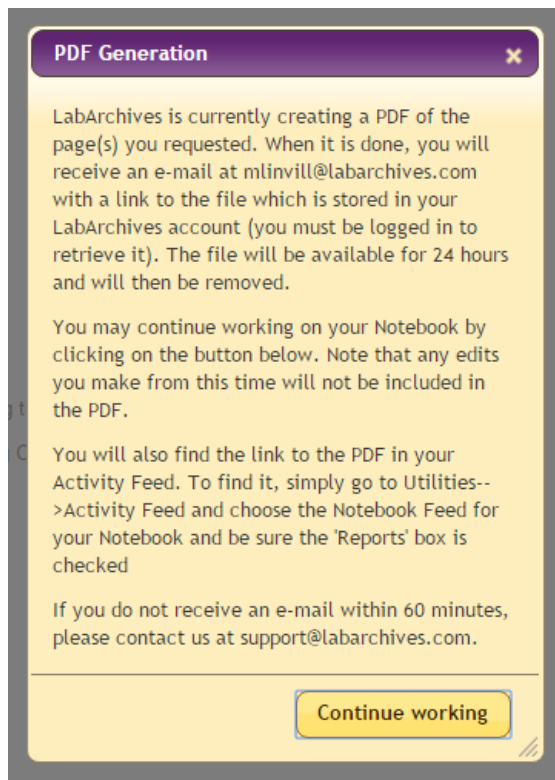
#1 Create an Offline Notebook: This process creates a local web site version of your entire Notebook (including all attachments) which, when loaded on your computer, can be run locally using any modern browser

#2 PDF: You can also make a PDF version of your Notebook, or a section of your Notebook. This is also locally viewable (and printable) using Acrobat, although it doesn't include attachment files (since there is no way to do so with a PDF).



Note that you can also right-click (Ctrl-click) for Mac on a Page or Folder and choose "PDF"

After you confirm that you would like this Notebook created, you will see a message like this:



For the Offline Notebook, LabArchives will create a "Zipped" version of your entire Notebook. This can take a few minutes, and LabArchives will send you an e-mail when it is ready, with a link to download it to your computer.

Once downloaded, simply "unzip" the file, then click on the "notebook_home_page.html" file and you will be able to view it in your browser.