

## Tip #8: Microsoft Who?: Using the LA Docs Editor

The vast majority of scientists (and people) use Microsoft Office for word processing, spreadsheets, and presentations. And why not? It's a great, iconic product. And, of course, you can continue to use it to create and store documents in LabArchives (now even easier for Office 2007 and 2010 users with our new Office Plug-in). But one of the features of LabArchives is its built-in LA Docs Editor that allows you to create and edit documents that are compatible with Word, Excel and PowerPoint. You can start with a blank document, or "drag and drop" an existing file into your Notebook and make changes. And, as with all LabArchives data, every version of every Entry is saved in perpetuity. Ever accidentally wipe out a manuscript (as in highlighting it and hitting Backspace)? Can't be done with LabArchives, since all previous versions are there for you!

To use the LA Docs editor to create a Word, Excel, or PowerPoint compatible document, simply select "Office Document" from the Add Entry or Insertion menu:



**Create an Office Document**

**Step 1 : Which type of document do you want to create**

Word Processor  
 Spreadsheet  
 Presentation

**Step 2 : Give your document a name**

(don't include a file extension when naming your file)

**Step 3 : Click the button to create your document**

Pick the file type, give it a name, and click on the "Create your office document" button. In a few seconds, you can begin editing.

Already loaded an Office document and want to make some changes? Just choose Edit Online from the LA Docs menu that appears below your document:

[Download](#) [View Online](#) [Edit Online](#)

Many LabArchives customers use both, depending on the situation. For example, if you are traveling, you might stop at an "Internet Cafe" or use a colleague's computer that doesn't have Office. No problem: just use LA Docs!

Portability and flexibility are two more reasons people choose LabArchives, and LA Docs give you both!