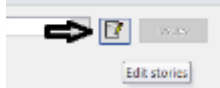


## Using Stories in labElephant

Stories are compilations of Figures from Experiments and/or from Summary Files that can be arranged in any order to construct a narrative. They are useful for constructing the skeleton for the Results section of a publication or grant application. While Stories are specific to the Project selected on the Switchboard, Figures from any Project can be added to any Story.

1. To make a Story, click the Edit Stories button next to the drop-down box:



Add a Story record on the Edit Stories form, and close the Edit Stories form. Select the new Story now listed in the Stories drop-down box on the Stories form.

2. To add Figures to the selected Story, first close Stories. Open the Experiments or Summary Files form, and mark some Figures to be added to the Story. Close that form, and reopen Stories.
3. Click the Paste button on the Stories form:



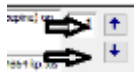
The Figure records will show on the subform on the left.

Figure records from Summary Files have a yellow background on the subform on the left; Figure records from Experiments have a white background.

Selecting a Figure record on the subform on the left will show the Figure on the right, with its Ingots underneath.

Story Figure Ingots are copies of the Figure Ingot, and can be edited to reflect the Story, without affecting the Figure Ingot. Ingots can be Marked for pasting into the Foundry on the Knowledge form, for addition of references, if needed.

4. Arrange the order of the Figures in the Story using the up/down arrows on the subform on



the left:

5. Selecting a Figure on the subform on the left also enables buttons above the Figure that can be used to drill down to the original data, including Issues addressed. (Note: to recover Issues addressed for Experiments that contribute to Summary Files, Experiments must be added to Summary Files on the Experiments form).
6. Story Reports can be made using the buttons at top right, as for Experiment Reports. Reports are saved to the location set in Edit/PI Settings. Reports can be unsigned (👤) or signed (👤) with user signatures entered under Edit/Signature. The Universal Timestamp is UTC time (Greenwich Mean Time).
7. Figures can be deleted from a Story by selecting the Figure, then selecting the delete button:

