How to create a new protocol Version 13

Lenny Teytelman, Anjuli Manche, Alexei Stoliartchouk

Abstract

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Protocol

Step 1.

Click on in the upper-left corner to open the main menu, then go to the section 'Create' and choose 'New protocol'.

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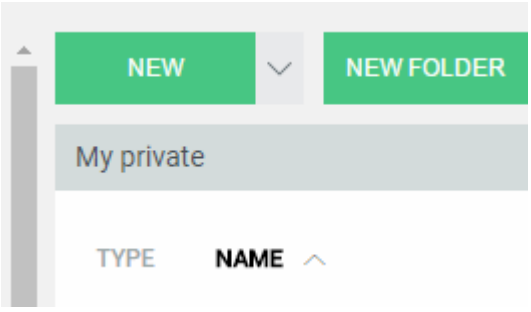
another way: click on MY PROTOCOLS in the right-upper corner to open your file manager. In the file manager click on the arrow near the green button 'New' in the upper-left corner. Choose 'New protocol'.



Fill Description tab

Step 2.

- **Title**: name your protocol
- A short **description** of your protocol: describe your protocol in a few brief sentences.
- Use the **Guidelines & Warnings** tab in the menu above to provide more in—depth detailed info

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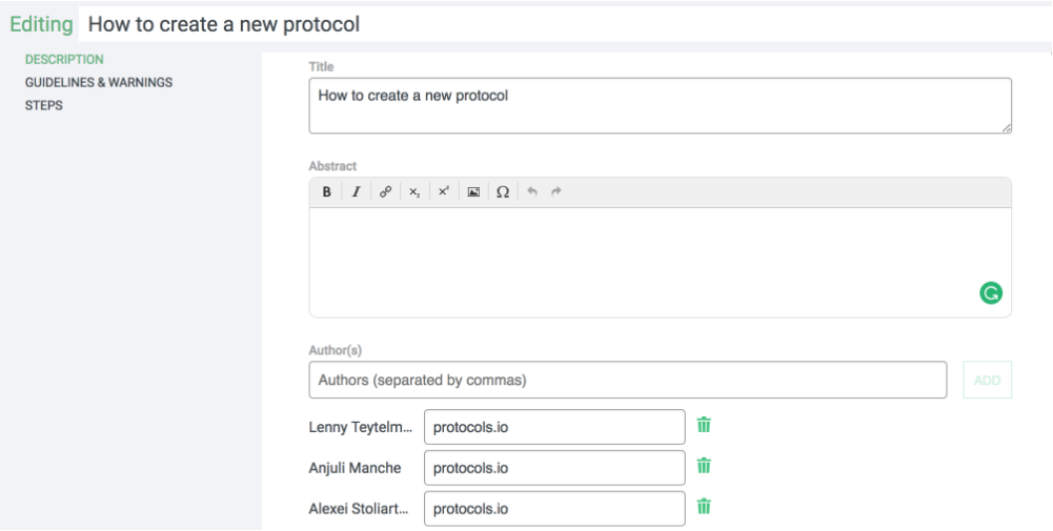
- **Authors**: names should be separated with commas. Please make sure that all the authors gave you the authorization to share this protocol publicly if you want to publish it and to include the names of all the authors of this protocol



- **Affiliation**: if possible, please add the name of the author's lab and/or institute as an affiliation
- **Groups**: you can add your protocol to any group you joined or created on protocols.io. It will then appear in the protocols results of this group and it will make it easier for the members of this group to discover your protocol
- **Tags and keywords**: indicate tags and keywords associated to your protocol for organizing and discovery
- **Link (URL)**: if there is any link to your lab website, publication or any further information
- **Manuscript citation**: add a manuscript citation for your protocol in case you have one
- **Materials**: enter reagents and consumables if there is a specific vendor/catalog #. If your material is not already listed, you can create a new item, provide more information about the vendor and give the catalog number of this item (nonspecific materials should go into the guidelines)
- **Upload your protocol file**:if you have it, upload the original protocol file

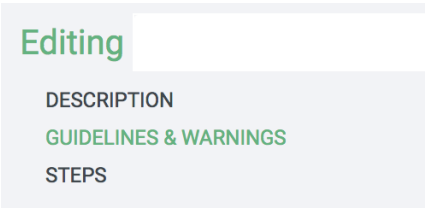
ANNOTATIONS

Lenny Teytelman 30 May 2018

Tags and keywords both help discoverability by triggering search results. The only difference is that "tags" are visible and "keywords" are hidden.

Fill Guidelines & Warnings tab

Step 3.



- **Guidelines**: if you have any guidelines, citations and other useful information for the protocol,

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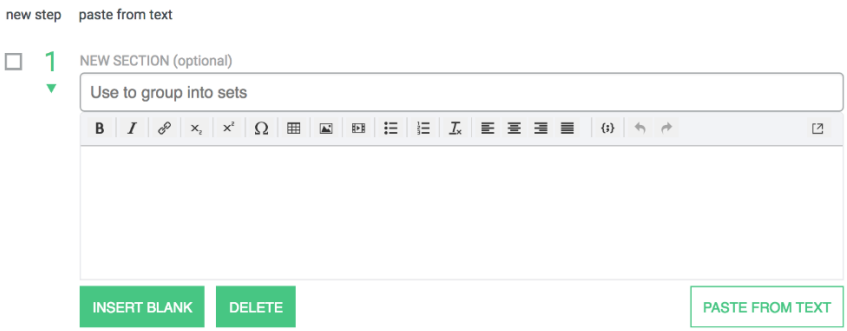
please input them under this tab as guidelines. Feel free to use before start instructions, warnings and protocols description according to your preferences, each researcher works differently

- **Warnings**: add any specific warning related to your protocol

Fill Steps tab

Step 4.

You have 2 ways to add steps in the protocol:



1- **Enter steps one by one** by typing it on your keyboard. In this case, click on 'New step' to add a step above or + to add a step below.

2- **Paste steps** from a Word or other file (2 options: each number is a step or each line is a step). Then click on the Preview button.

Also you can:

- add more **components** (such as timer, expected results...) to your steps by selecting them in the right column

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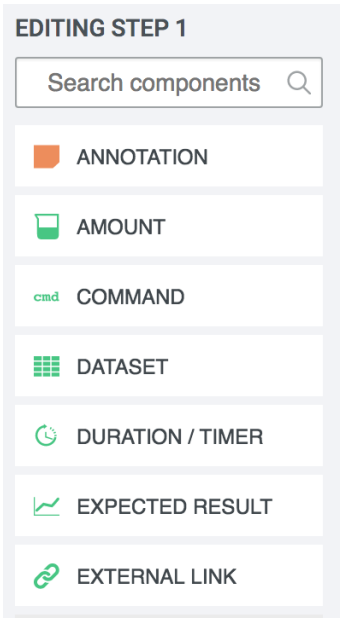
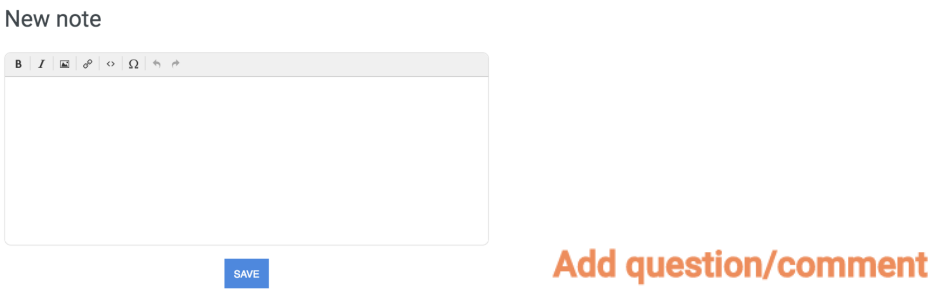


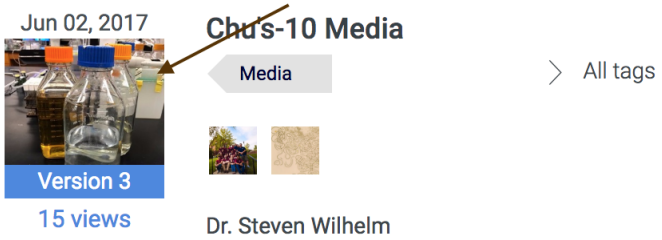
- organize the protocol into **sections** or add step titles using the box above each step
- add **notes** to the each step



Add a picture

Step 5.

To increase the visibility of your protocol, you can add an image to your protocol. Feel free to take a picture while experimenting with a camera or a smartphone.



If your image comes from a different source, please make sure that you have the right to publish it on protocols.io.

Step 6.
The protocol saves automatically.

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