



# Creating a Lab Report

SCIENCE NSPIRED: SKILLS OF SCIENCE

Name \_\_\_\_\_

Class \_\_\_\_\_

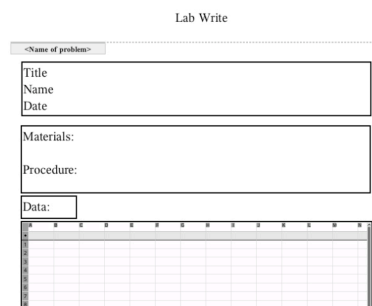
## Open the TI-Nspire document *Lab\_Report\_Template.tnsp*.

After completing a lab, you can take your data, graphs, analysis, and text and create a lab document using the computer software. You can email or post your finished lab analysis or write-ups to the instructor for grading. You can add Calculators, Graphs, Data Table (spreadsheets), Data and Statistics, Notes, and even a Data Mate application to your document.

You can also add images, videos, and hyperlinks to your document to help support your conclusions or create a new problem.

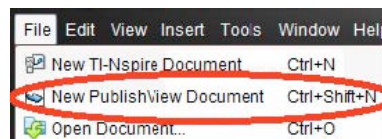
Below are various actions that you may want to consider when creating or customizing lab reports.

Note that sample biology, chemistry, and physics lab reports are also provided.



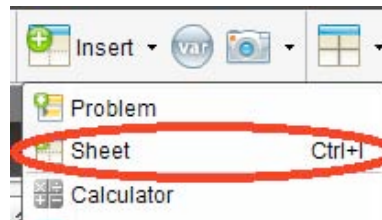
## Creating a New PublishView™ Document

To create a lab report on the computer, you could either use the template provided or create a new PublishView document. Select the “PublishView” option from **File > New PublishView Document**.



## Insert a New Sheet

As needed, add additional pages by selecting **Insert > Sheet**.



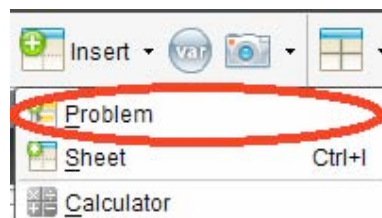
## Customize Sections

You can change the name of different sections of the document by clicking inside the < > and changing **<Name of problem>**.



## Add a New Problem

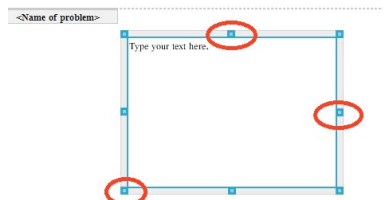
If you would like to separate parts of your lab report, you can insert a new “Problem” and name it as a new section.





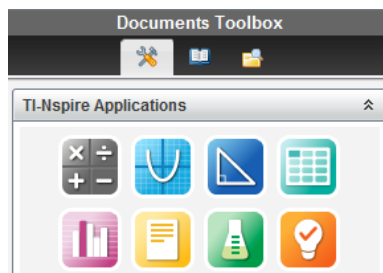
### Insert and Resize a Text Box

To insert a text box, click **Insert > PublishView Text Box**. After the text box is inserted, you can resize the box to meet your needs. If you would like to use that same-size text box again, you can select, copy, and paste the text box and move it to a new location.



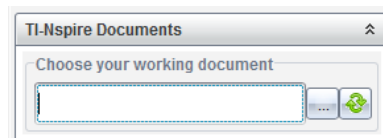
### Insert and Resize a TI-Nspire Application

From the Document Toolbox, you can grab and drag a particular application into the PublishView document. You can also select the desired application from the **Insert** drop-down menu.



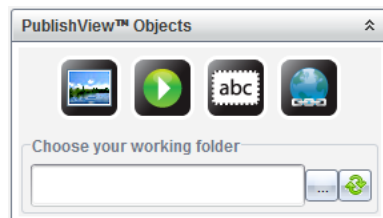
### Insert Pages from a .tns File

You can easily drag and drop pages from a TI-Nspire document by choosing it from the TI-Nspire Documents section in the Document Toolbox. Once you select the file name, you will see all pages of the .tns file appear and can simply drag and drop the needed pages into your PublishView document.



### Insert Other PublishView Objects

In addition to .tns pages, you can also insert images, videos, and hyperlinks by dragging the tool from the PublishView Objects box in the Document Toolbox to the PublishView document. Then, you will need to specify the file and/or location of the materials you wish to link to.





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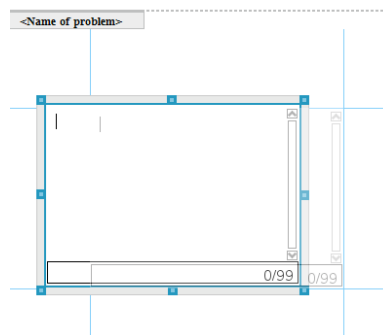
## SCIENCE NSPIRED: SKILLS OF SCIENCE

Name \_\_\_\_\_

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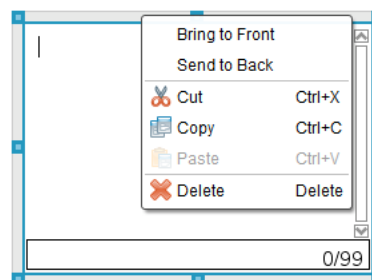
### Move Objects in a PublishView document

Once an item has been placed in a PublishView document, it can easily be moved and placed as needed. Just hover near the exterior of the object until you see the small cross-hair arrows appear. Then, click the border of the object and drag it to the desired location.



### Move Objects Forward or Backward

Since objects can overlap in a PublishView document, you can select the priority given to a particular object. By right-clicking on an object, you can specify to **Bring to Front** or **Send to Back**.



### Formatting Document

Once you become familiar with using the various objects in a PublishView document, you may want to explore further to format the documents to be more appealing. One such formatting option is to show the borders around objects or to remove them. This option can be found under **File > PublishView Layout Options**. Then, just explore from there!

