

# Lotus

# Quick Reference for Windows and Presentation Manager

*Lotus Notes Release 3*

## Getting Started

## Keyboard

## Menu & Mouse

Open database (add to workspace)	CTRL+O	File - Open Database or double-click icon
Read a selected document	ENTER	Double-click document
Close a document or database	CTRL+W	File - Close Window
Cancel a server operation	CTRL+BREAK	
Exit Lotus Notes®	ALT+F4	File - Exit

## The Workspace

## Keyboard

## Menu & Mouse

### Database icons

Move a database icon	CTRL+SH, ← ↑ ↓ →, ENTER	Drag icon to new location or page tab
Auto-arrange database icons		View - Arrange Icons
Delete a database icon	DEL	Edit - Clear
Show/Hide unread counts		View - Show Unread
Show/Hide server names		View - Show Server Names
Show/Hide file names		SH+View - Show Server Names

**Status bar** displays at bottom of workspace  
Click the indicators to display or change settings



## Online Help

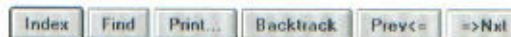
## Keyboard

## Menu & Mouse


### Getting Help

On the current task	F1	Help - Current Task
Browse the Help database		Help - Table of Contents/Index
Open the Help database		File - Open Database, select "Notes Help Release 3"

**Help buttons** appear at the top of Help documents

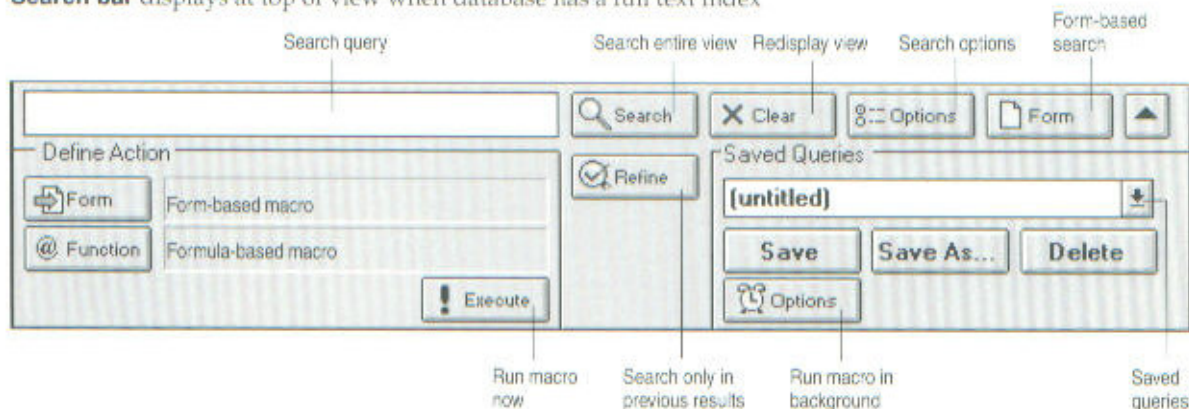


Using Views	Keyboard	Menu & Mouse
<b>Read selected document</b>	ENTER	Double-click document title
<b>Next/Previous unread document</b>	F4/SH+F4	
<b>Find/Find Next</b>	CTRL+F/G	Edit – Find/Find Next ( <i>see Full Text Search</i> )
<b>Select/Deselect a document</b>	SPACE	SH+click <i>or</i> click in left margin
Select/Deselect multiple documents	SH+SPACE, ↑ ↓	Drag in left margin of view
Select/Deselect all documents	CTRL+A	Edit – Select All/Edit Deselect All
Select documents by date		Edit – Select by Date
<b>Manage documents</b>		
Categorize selected documents		Tools – Categorize
Mail selected documents		Mail – Forward
Mark documents for deletion	DEL	Edit – Clear
Cut/Copy/Paste selected documents	CTRL+X/C/V	Edit – Cut/Copy/Paste
<b>Manage views</b>		
Change views		View, select a view
Update current/all views	F9/SH+F9	View – Refresh
Close view (and database)	CTRL+W	File – Close Window
<b>Expand/Collapse categories</b>		
Expand one level in this category	KEYPAD +	View – Expand <i>or</i> double-click
Expand all levels in this category	KEYPAD *	
Expand all levels in all categories	SH+KEYPAD +	View – Expand All
Collapse all levels in this category	KEYPAD –	View – Collapse <i>or</i> double-click
Collapse all levels in all categories	SH+KEYPAD –	View – Collapse All
<b>Show only...</b>		
Unread documents		View – Show Only Unread
Selected documents		View – Show Only Selected
Category names		View – Show Only Categories
Managing Windows	Keyboard	Menu & Mouse
Display open windows in tile format		Window – Tile
Display all open windows in a cascade		Window – Cascade
Minimize active window, cascade others	CTRL+F9	Window – Minimize All
Maximize all open windows	CTRL+F10	Window – Maximize All
Select an open window		Window, select a window title
Cycle through open Notes windows	CTRL+F6	
Return to the Notes workspace		Window – Workspace
Printing	Keyboard	Menu & Mouse
Print documents or view	CTRL+P	File – Print
Page setup		File – Page Setup
Set up printer		File – Print Setup

Reading Documents	Keyboard	Menu & Mouse
<b>Unread Documents</b>		
Update unread counts for databases on current/all pages	F9/SH+F9	View – Refresh Unread
Scan for unread documents now		Tools – Scan Unread – Preferred Databases
Scan for unread documents on startup		Tools – Setup – User Setup, <input checked="" type="checkbox"/> Scan for Unread
Mark selected documents read		Tools – Unread Marks – Mark Selected Read
Mark all documents read		Tools – Unread Marks – Mark All Read
Mark selected documents unread		Tools – Unread Marks – Mark Selected Unread
Mark all documents unread		Tools – Unread Marks – Mark All Unread
<b>Find/Find Next</b>	CTRL+F/G	Edit – Find & Replace/Find Next
<b>Doclinks</b>		
Create a doclink		Edit – Make DocLink
Open a doclink 	SPACE	Double-click
Display name of linked database & view		Click and hold
<b>File Attachments</b>		
Display attached file's name, size, date		Edit – Attachment – Information
Detach attached file, store on disk		Edit – Attachment – Detach <i>or</i> double-click
Launch attached file		Edit – Attachment – Launch <i>or</i> double-click
<b>OLE Objects/DDE Attachments</b>		
Launch OLE object or DDE attachment		Double-click the object or attachment


Full Text Search	Keyboard	Menu & Mouse
Show/Hide search bar		View – Show Search Bar
Switch between search bar and view	SH+F6	
Display Query Builder	CTRL+F	Edit – Find
Display only the search results in view		View – Show Only Search Results
View results from just one database		Double-click database title in view
Next/previous search item in document	CTRL +/CTRL -	

**Search bar** displays at top of view when database has a full text index





Using Notes with Other Products	Keyboard	Menu & Mouse
<b>File attachments</b>		
Attach files (within rich text fields only)		Edit – Insert – File Attachment <i>or</i> File – Attach
Display attached file's name, size, date		Edit – Attachment – Information
Detach attached files, store on disk		Edit – Attachment – Detach <i>or</i> double-click
Launch attached file		Edit – Attachment – Launch <i>or</i> double-click
<b>Import/Export files</b>		
		File – Import/File – Export
<b>DDE and OLE</b>		
Link or embed DDE/OLE object		Select data, Edit – Copy; point to rich text field, Edit – Paste Special, Link/Embed
Embed OLE object (Windows™ only)		Edit – Insert – Object
Activate DDE/OLE embedded object		Edit – Edit Object <i>or</i> double-click object
Activate DDE/OLE link		Launch application, open linked file (DDE only). In Notes, Edit – Links – Activate <i>or</i> double-click linked data
Edit linked data		Double-click data and edit in source application
<b>Dialing Notes Servers</b>		
	<b>Keyboard</b>	<b>Menu &amp; Mouse</b>
<b>Set up network ports or modem</b>		
		Tools – Setup – Ports
<b>Enable background exchange</b>		
		Tools – Setup – User, <input checked="" type="checkbox"/> Background Program
<b>Work in a local database replica</b>		
Create a replica copy of a database		File – New Replica
Set replication options for local mail file		Tools – Setup – Mail, click Workstation-based mail, click Replication
Switch between workstation-based mail and server-based mail		Tools – Setup – Location <i>or</i> Tools – Setup – Mail
Exchange documents with a server		Tools – Replicate
Start background exchange		Tools – Replicate, <input checked="" type="checkbox"/> Background Exchange
<b>Work with servers</b>		
Identify home server		Tools – Setup – Location
Display the servers you can call		Open your personal Name & Address book, View – Connections
Add to the list of servers you can call		Open your personal Name & Address book, Compose – Connection – Remote
Enter a dialing prefix		Tools – Setup – Location <i>or</i> Tools – Call
Call a server		Tools – Call
Disconnect from a server		Tools – Hang Up
Cancel a server operation without disconnecting	CTRL+BREAK	

Editing Documents	Keyboard	Menu & Mouse
<b>Add a document to a database</b>		Compose, select a form to use
<b>Mark a document for deletion</b>	DEL	Edit - Clear
<b>Edit a document</b>	CTRL+E	Edit - Edit Document
Select/Deselect contents of document	CTRL+A	Edit - Select All/Deselect All
Select/Deselect character-by-character	SH+ → / ←	
Select/Deselect word-by-word	CTRL+SH+ → / ←	
Cut/Copy/Paste	CTRL+X/C/V	Edit - Cut/Copy/Paste
Create a doclink to this document		Edit - Make DocLink
Create a pop-up message		Edit - Insert - PopUp
Create an embedded OLE object		Edit - Insert - Object
Attach a file or database to document		Edit - Insert - File Attachment or File - Attach
Undo last action	CTRL+Z	Edit - Undo
Find and replace/Find next	CTRL+F/G	Edit - Find & Replace/Find Next
Spell check		Tools - Spell Check
Encrypt a document		Edit - Security - Encryption Keys
<b>Format text</b>		
Font, Size, Color, other attributes	CTRL+K	Text - Font
Normal/Bold/Italic/Underline	CTRL+T/B/I/U	Text - Normal/Bold/Italic/Underline
Enlarge/Reduce text	F2/SH+F2	Text - Enlarge/Reduce
Align text		Text - Alignment
<b>Format paragraphs</b>		
Margins, Tabs, Line spacing, other	CTRL+J	Text - Paragraph
Create paragraph styles		Text - Paragraph Styles
Show/Hide ruler		View - Show Ruler
<b>Ruler</b> displays at top of document in edit mode		
		
Create tab marker		Click desired location on ruler
Indent/Outdent first line only	F7/SH+F7	Drag marker for first line's left margin
Indent/Outdent entire paragraph	F8/SH+F8	Drag both left margin markers
Hanging indent	SH+F7, then F8	Drag body's left margin to the right
<b>Pagination</b>		
Show page breaks		View - Show Page Breaks
Pagination options	CTRL+J	Text - Paragraph
Forced page break	CTRL+L	Edit - Insert - Page Break
<b>Headers/footers</b>		Edit - Header/Footer
<b>Close and save current document</b>	CTRL+W	File - Close Window
Save a document without closing it	CTRL+S	File - Save
Save, transmit; open a blank form	CTRL+SH+ENTER	

