



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
Read selected document	ENTER	Double-click document title
Next/Previous unread document	F4/SH+F4	
Find/Find Next	CTRL+F/G	Edit – Find/Find Next (<i>see Full Text Search</i>)
Select/Deselect a document	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
Manage documents		
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
Manage views		
Change views		View, select a view
Update current/all views	F9/SH+F9	View – Refresh
Close view (and database)	CTRL+W	File – Close Window
Expand/Collapse categories		
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
Show only...		
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

Unread Documents

Update unread counts for databases on current/all pages
Scan for unread documents now
Scan for unread documents on startup
Mark selected documents read
Mark all documents read
Mark selected documents unread
Mark all documents unread

F9/SH+F9

View – Refresh Unread

Tools – Scan Unread – Preferred Databases
Tools – Setup – User Setup, Scan for Unread
Tools – Unread Marks – Mark Selected Read
Tools – Unread Marks – Mark All Read
Tools – Unread Marks – Mark Selected Unread
Tools – Unread Marks – Mark All Unread
Edit – Find & Replace/Find Next

Find/Find Next

CTRL+F/G

Doclinks

Create a doclink
Open a doclink 
Display name of linked database & view

SPACE

Edit – Make DocLink
Double-click
Click and hold

File Attachments

Display attached file's name, size, date
Detach attached file, store on disk
Launch attached file

Edit – Attachment – Information
Edit – Attachment – Detach *or* double-click
Edit – Attachment – Launch *or* double-click

OLE Objects/DDE Attachments

Launch OLE object or DDE attachment

Double-click the object or attachment

Full Text Search

Keyboard

Menu & Mouse

Show/Hide search bar
Switch between search bar and view
Display Query Builder
Display only the search results in view
View results from just one database
Next/previous search item in document

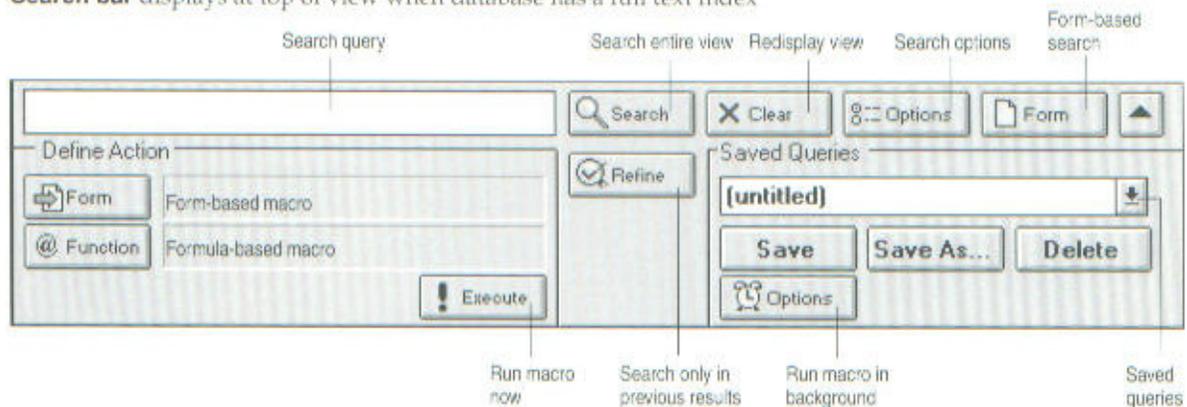
SH+F6

CTRL+F

CTRL +/CTRL -

View – Show Search Bar
Edit – Find
View – Show Only Search Results
Double-click database title in view

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



Using Notes with Other Products	Keyboard	Menu & Mouse
File attachments		
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
Import/Export files		
		File – Import/File – Export
DDE and OLE		
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
Dialing Notes Servers		
	Keyboard	Menu & Mouse
Set up network ports or modem		
		Tools – Setup – Ports
Enable background exchange		
		Tools – Setup – User, <input checked="" type="checkbox"/> Background Program
Work in a local database replica		
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
Work with servers		
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
Add a document to a database		Compose, select a form to use
Mark a document for deletion	DEL	Edit - Clear
Edit a document	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 <i>or</i> 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
Format text		
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
Format paragraphs		
Margins, Tabs, Line spacing, other	CTRL+J	Text - Paragraph
Create paragraph styles		Text - Paragraph Styles
Show/Hide ruler		View - Show Ruler
Ruler 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
Pagination		
Show page breaks		View - Show Page Breaks
Pagination options	CTRL+J	Text - Paragraph
Forced page break	CTRL+L	Edit - Insert - Page Break
Headers/footers		Edit - Header/Footer
Close and save current document	CTRL+W	File - Close Window
Save a document without closing it	CTRL+S	File - Save
Save, transmit; open a blank form	CTRL+SH+ENTER	

Using SmartIcons

- Show/Hide SmartIcons®
- Position SmartIcons on workspace
- Create SmartIcons/Select a set
- Show an icon's title

Menu & Mouse

- Click  indicator on status bar
- Tools - SmartIcons
- Tools - SmartIcons
- Right-click the icon and hold

SmartIcons display on the workspace; click an icon to activate it



Using Notes Mail

Keyboard

Menu & Mouse

Create a mail memo

- Respond to a memo
- Look up an address
- Save a memo without mailing it
- Categorize a memo as you save it
- Attach a file or database to the memo

CTRL+S

- Mail - Compose - Memo
- Mail - Compose - Reply/Reply to All
- Mail - Address *or* click Address
- File - Save
- Fill in Personal Category field in memo
- Edit - Insert - File Attachment *or* File - Attach

Send a memo

- Send a previously saved memo
- Route a memo immediately
- Forward mail or any document

CTRL+W

- File - Close Window *or* click Send
- Mail - Send
- Set Delivery Priority: HIGH at bottom of memo
- Mail - Forward

Categorize a received memo

- Tools - Categorize

Set mail options

- Tools - Setup - Mail

Making Notes Secure

Keyboard

Menu & Mouse

- Create or clear your password
- Log off all Notes servers after *x* minutes of inactivity
- Log off all Notes servers immediately
- Log on to a Notes server
- Create encryption keys
- Encrypt a memo when mailing
- Encrypt a stored memo or document

F5

- Tools - User ID - Password - Set/Clear
- Tools - User ID - Password - Set, specify maximum period of inactivity
- Tools - User Logoff
- Open a database stored on that Notes server
- Tools - User ID - Encryption Keys
- Mail - Send, Encrypt
- Edit - Security - Encryption Keys

Lotus

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