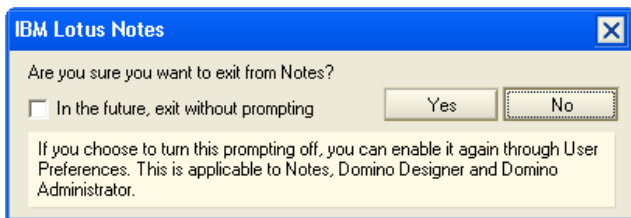


Quick Guide to What's New

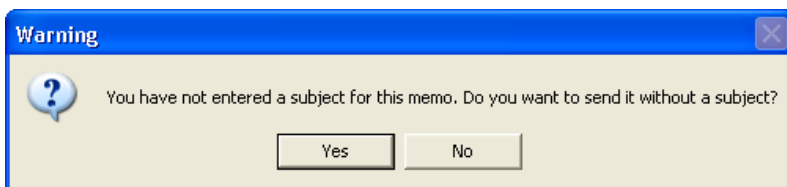
Warning Prompts

By default, when you exit Notes, you are prompted to confirm that you really want to exit:



This prevents you from closing Notes by mistake. You can reset this option under User Preferences (**Additional Options**).

Another prompt warns you if you try to send a message with a blank Subject:



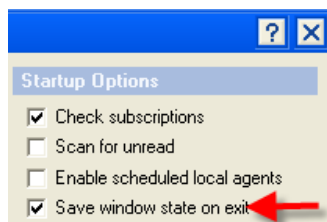
You can reset this option under Mail Preference (**MailBasics** tab).

Save Window State on Shutdown


This works in pretty much the same way as the Startup bookmark folder, only you don't have to manually drag Window Tabs to the Last State bookmark folder. Instead, Notes automatically bookmarks what you have open in Window Tabs and when you restart Notes, all the tabs are restored.

Choose **File – Preferences – User Preferences**.

Select the **Save window state on exit** option.

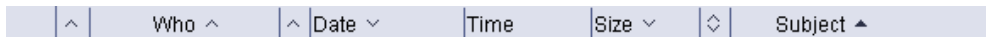


Close All Windows

Instead of closing open windows one-by-one, click the  tool to close them all at once (on the Universal Toolbar). Or you can choose **File – Close All Open Window Tabs**.

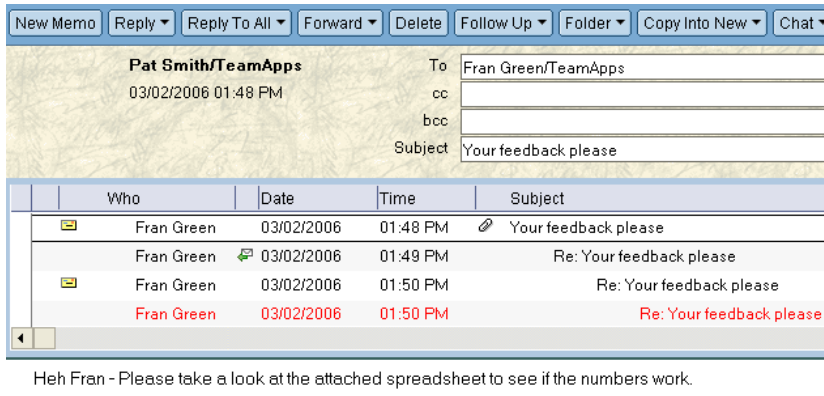
Sort Messages by Subject

You can sort messages by the Subject column in the Inbox folder and All Documents view. Just click the Subject column header once or twice to sort by Subject in ascending or descending order.



Embedded Mail Thread View

While reading a message, click the **Show Thread** action button to see the thread of the current message and all its replies, for example:



Click the **Hide Thread** action button to remove the embedded thread view.

Message Marking by Relevance

Notes can mark the relevance of messages with a solid, half-solid, or empty circle (also called Attention Indicators):

11:45 AM	2,230		last t
11:54 AM	2,298		You
12:07 PM	2,398		Test
12:08 PM	2,306		Two

- Solid blue circle: You are the only recipient in the To: field. Highest relevance to you.
- Half-solid circle: Your name is one of several in the To: field.
- Empty circle: Your name is in the cc: field.
- No circle: You are in the bcc: field. Lowest relevance.

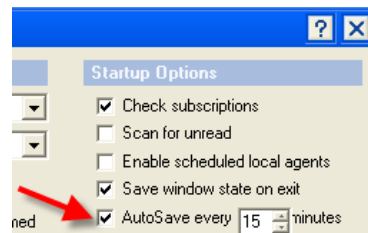
Message marking by relevance is configured under Mail Preferences on the **Mail\Message Marking\Recipients** tab.

AutoSave Memos

AutoSave automatically saves all of unsaved Memos you have open every few minutes. (You set the time interval.) Then if Notes or your computer crashes, you can recover the unsaved Memos as they existed when they were last saved by AutoSave.

AutoSave is not on by default; you must enable it in Notes before it will work.

Choose **File – Preferences – User Preferences**. Select the **AutoSave** option and set the number of minutes to wait between automatic saves.



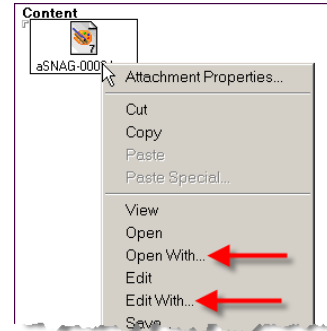
When you start Notes after a crash, you are prompted to select and recover any unsaved Memos from the AutoSave database.

Note: As of Notes 7.0, only Memos can be autosaved, but custom applications may have autosave.

Attachment Options

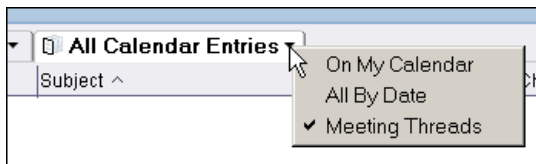
When you right-click an attachment icon from inside a Notes document, there are two new options, **Open With** and **Edit With**.

With these options, you can tell Notes to use another software application that you think will do a better job working with the file than the default application.



All Calendar Entries Tab on Calendar

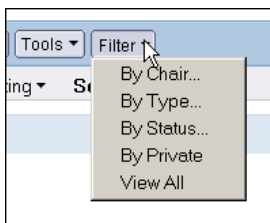
The Meetings tab in the Calendar view has been replaced with the **All Calendar Entries** tab. There are three views you can open from this tab:



The helpful aspect of the On My Calendar view is that it only selects Calendar Entries that are actually on your calendar (your appointments and meetings you accepted).

Filter Calendar

Calendars can get very busy, so a helpful feature is to temporarily show just a particular class of entries. While in your Calendar, click the **Filter** action button and choose the class of entry you want to see:

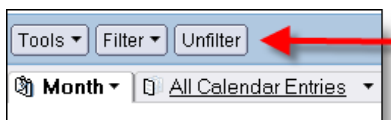


When you pick By Chair, By Type, or By Status, you are prompted for more detail about how to filter the calendar. When you apply the Filter, three things happen:

- the non-matching Calendar Entries are temporarily removed from your calendar
- the Window Title changes to alert you that the Calendar is filtered



- the **Unfilter** action button appears (click this button to show all entries)



Cleanup Calendar

The Calendar Cleanup feature allows you to quickly delete old Calendar Entry documents to reduce clutter and keep your Mail database trim.

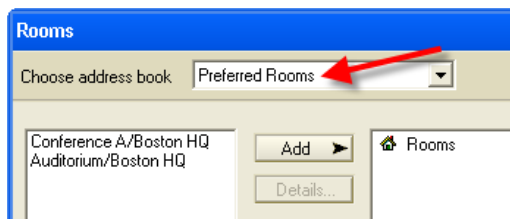
To start the process of deleting old Calendar Entry documents, open your Calendar to any view. Click the Tools action button and choose Calendar Cleanup. Calendar Entry and/or To Do documents can be deleted based on a sliding time window (e.g. 2 weeks ago) or by an absolute cutoff date.

Preferred Rooms and Resources

To make it easier to reserve frequently-used resources, you can define a preferred site and default meeting settings for rooms and resources.

To set your preferred rooms and resources, open Mail Preferences to the **Calendar & ToDoRooms and Resources** tab. Add your preferred site and one or more preferred rooms and resources.

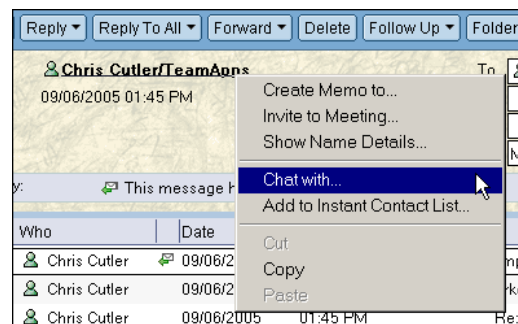
Then when you make a room or resource reservation, you are first shown just your “preferred” resources. You can, of course, choose from the full list by choosing your company directory.



Expanded Presence Awareness

You can see the online status of people in these places and perform more actions:

- Calendar (views and documents)
- Group To Do documents
- personal Address Book (Contacts view and Person documents)
- public Domino Directory (People by Organization view and Person documents)
- Resource Reservations database (Reservation views and Resource documents if there is an owner listed)
- Discussion and Team Room databases.



Save Chat Transcript

In addition to saving a chat transcript to a text file, you can also copy it into a new Memo in your Mail. After you have finished the chat session, choose **Meeting – Save to Database**. Nothing seems to happen, until you open your Mail to the Chat Transcripts View where you will find the saved transcripts.

