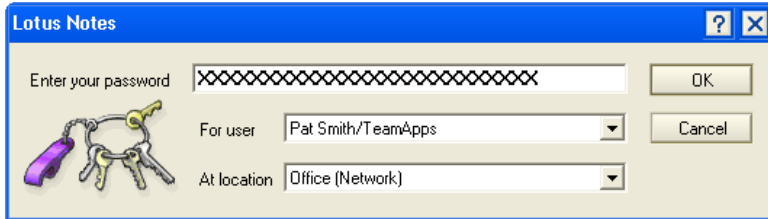


Quick Guide for Users

Password

To use Notes, you must have a User ID (a small, password-protected file on your computer), and know your user name and password.



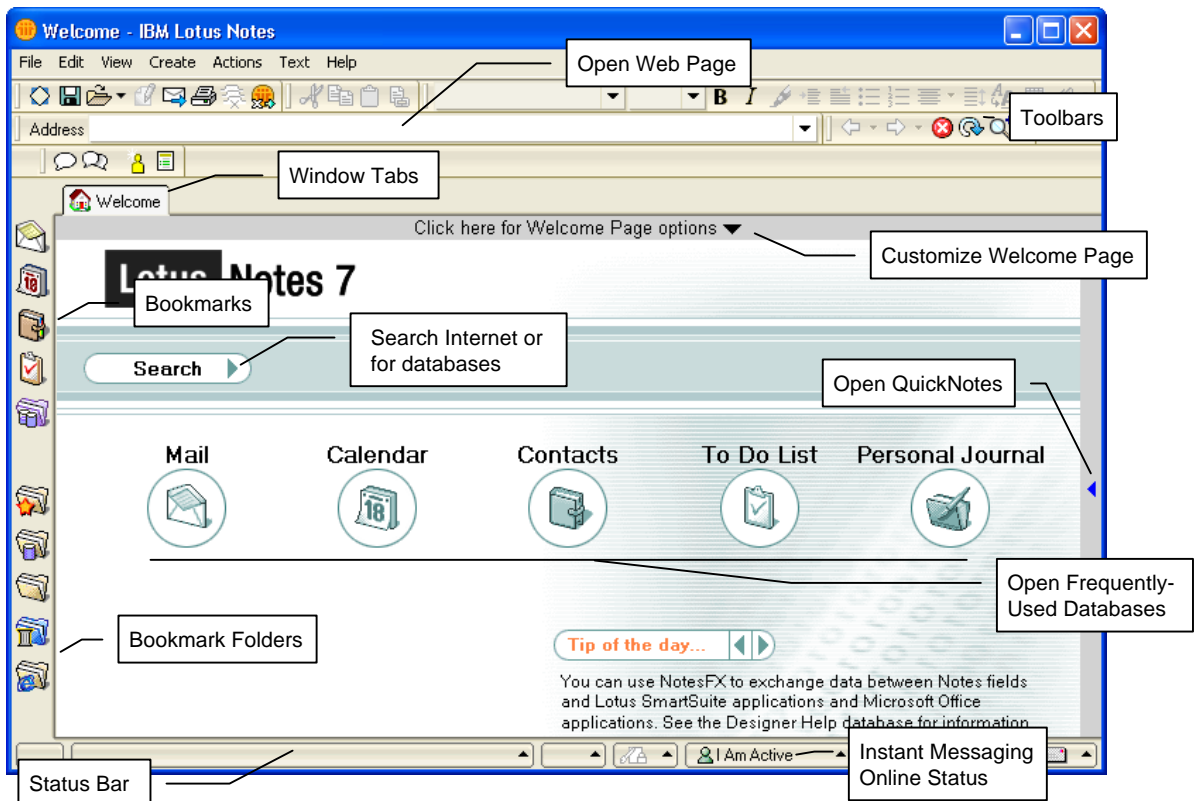
If you forgot your password, click **Cancel**. You can try to recover your password (first you will have to get a recovery password from your Notes Administrator).

Once Notes starts, you can change your password. Choose **File - Security - User Security**. Then click the **Change Password** button.

When you leave your computer, press **F5** to log off. To automatically log off when your machine is idle, choose **File - Preferences - User Preferences** and check **Logout (and lock Notes display) if you haven't used Notes for ## minutes**. You also can change the timeout value.

Welcome Page

Notes opens to the Welcome Page, a customizable portal to what you use most frequently in Notes and on the Web. This is the default *Basics Page*, with links to your *Mail*, *Calendar*, *Contacts*, *To Do List*, and *Personal Journal* databases:



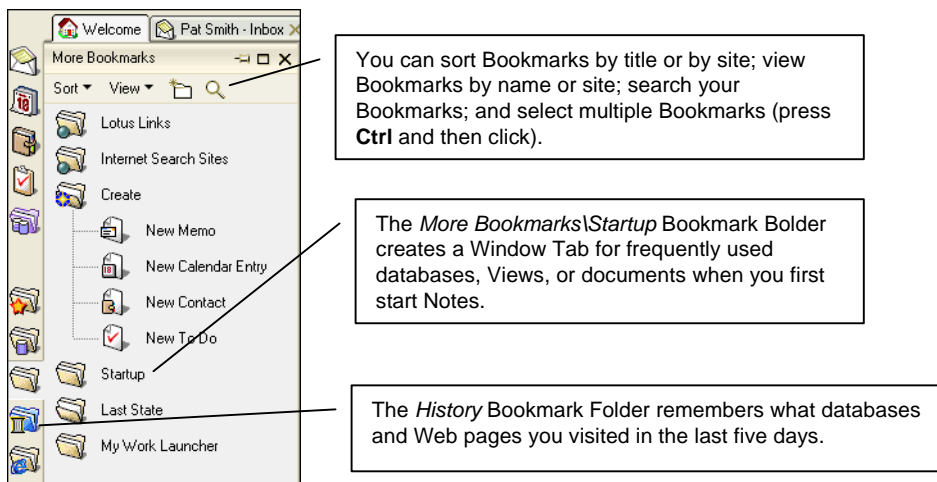
Toolbars



Toolbars contain buttons that represent shortcuts for frequently used menu commands. The pre-defined toolbars are context-sensitive to what you are doing in Notes; they become active/inactive as you move around. Toolbars can be moved and resized by drag and drop, or told to float by dragging them off the toolbar area. Right-click any toolbar to customize it.


Bookmarks

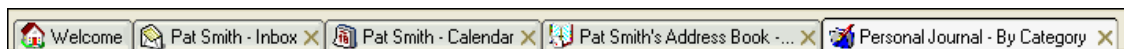
Bookmarks let you keep track of your favorite Domino databases, Web sites, documents, and search results; as well as files from the file system such as documents and presentations...just about anything! You can create your own Bookmarks to suit your needs.



You can organize your Bookmarks into Folders. You can create new Bookmark Folders, alter the appearance of the Folders, and search within the Folders.

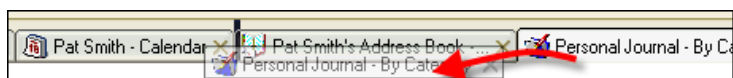
Window Tabs

You will often have a number of windows open, each showing a different piece of information. One tab appears for every window you have open, allowing you to quickly change between windows or close windows by clicking the  on the tab.



To create a Bookmark to an open window, just drag the Window Tab to the bookmark bar.

You can reorder the Window Tabs by dragging and dropping them to the desired location. The first tab, though, is always the **Home Page** tab (Welcome Page by default), which cannot be moved.





Quick Notes

Click the blue arrow halfway down the right side of the Basics Welcome Page to open Quick Notes. The default Quick Note Fields are for a **Memo**, but you can click **Contact**, **Journal entry**, or **Quick reminder** to create those types of Quick Notes in your Calendar or Personal Journal.

Note: Memos written in Quick Notes do NOT get saved to your *Mail* database (but the Contacts, Calendar entries, and Personal Journal entries DO get saved).



Open any Database

All of your work is done in Domino databases. To open a database, choose **File - Database - Open** (or **Ctrl+O**). Choose "Local" for a list of databases on your computer or select the Domino Server name to see its databases (these are shared by all users). Then select the database and click **Open** (or press **Enter**).

Select one or more databases and click **Bookmark...** to create a Bookmark to the database in a Bookmark Folder. (The database will automatically be bookmarked in the *History* Bookmark Folder.)

Click **About...** to see additional information, such as the database purpose, rules, and who to contact if you have problems using the database.

Drag the corner to resize Open Database.

Once you bookmark a database, you won't need to use this dialog box to open it; just remember to create a Bookmark to it. Your ability to use a database depends on your rights set in the database Access Control List.



Shortcut Keys

There are many shortcut keys you can use to speed tasks, including:

| Shortcut | Operation |
|--------------------|---|
| Ctrl+M | Create a new Memo anywhere in Notes. |
| Insert | Select document(s) in a View and press Insert to toggle them read or unread. |
| Delete | Select document(s) in a View and press Delete to delete document(s). |
| Ctrl+Home | Used in a View to go to the top; Ctrl+End to go to the bottom. |
| Esc | Close the current Window Tab to a View or document. |
| Right-click | Open a context-sensitive menu. |

Database Window

All databases look similar. On the left, select a Folder or a View (pre-defined selection of documents). On the right you see a list of documents, usually one per row. On the bottom you can open the Document Preview Pane to read documents without opening them. Action Buttons perform actions unique to the database application.

The screenshot shows a Lotus Notes Database Window titled "Class Discussion - All Documents". The interface includes a left-hand pane for "Database Folders and Views" with options like "All Documents", "By Author", and "My Favorites". The main area displays a list of documents with columns for "Date" and "Topic". A "Preview" pane at the bottom shows a document titled "Product line is missing children's sizes" with fields for "Main Topic", "Subject", and "Category".

Action Buttons: New Main Topic, New Response, New Response to Response

View or Folder Pane: Shows documents and responses. Double-click row to open document. Click triangles (twisties) to expand thread.

Navigation: Use cursor keys, scrollbar or PageUp/ Page Down to page in View.

Unread Documents: Unread documents have stars.

Document Preview Pane: Shows a preview of the selected document.

Document Window

Documents are where you store your ideas and interact with other people:

The screenshot shows a Lotus Notes Document Window for a document titled "Product line is missing children's sizes". The document has a "Subject" field and a "Category" dropdown menu. The "Content" field contains rich text, including a summary and a full analysis section. An embedded Excel worksheet is visible at the bottom.

Action Buttons: Save & Close, Mark Private, Cancel

Subject Field: Identifies document in Views.

Category: Click the helper button to choose from a list of Categories. (other helpers may open up a View, the Address Book, or the ACL for selection).

Rich Text: Rich Text formatting in Content Field, including fancy tables.

File Attachment: File attachment. Double-click an attachment icon to view, open, edit, save, or delete the attachment (built-in file viewer supports over 100 file formats).

Embedded Objects: Objects embedded from office applications can be edited in place, using the source application's menu. This is an embedded Excel worksheet.

| Qty | Size 2 | Size 3 | Size 4 |
|--------|--------|--------|--------|
| 10,000 | x | xx | x |
| 20,000 | xx | xx | x |