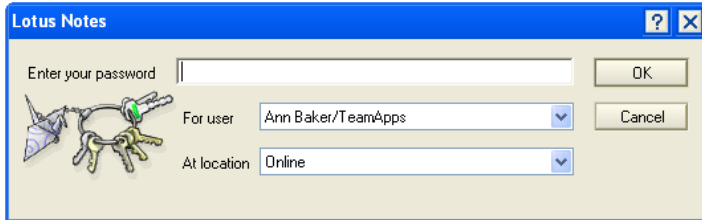


# Quick Guide for Users



## 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 have forgotten your password, click **Cancel** to reset your password using a recovery password you can get from your Notes Administrator.

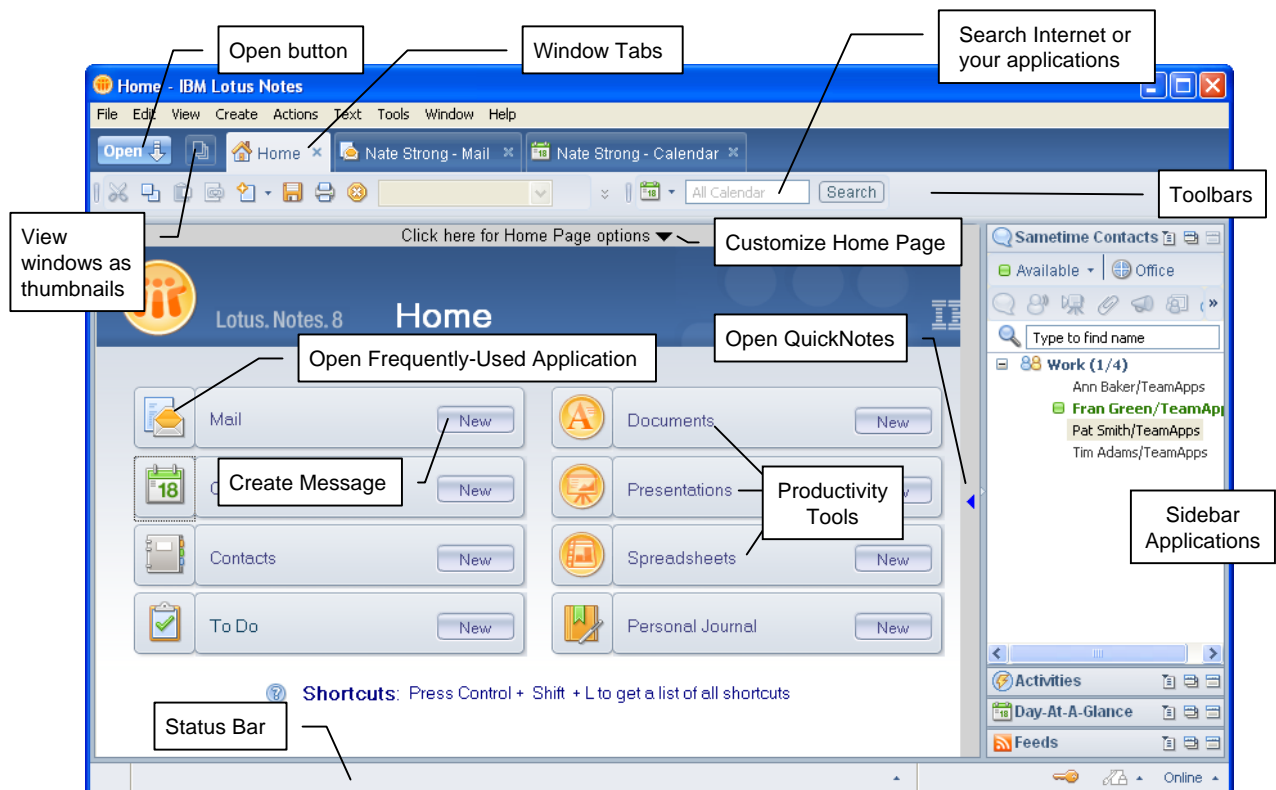
Once Notes starts, you can change your password. Choose **File - Security - User Security**. Then click the **Change Password** button.

When you leave your computer, press **Ctrl+F5** to log off. To automatically log off when your machine is idle, choose **File - Preferences**. Click the **Basic Notes Client Configuration** page and check **Automatically lock my Notes ID after**. You also can change the timeout value.



## Home Page

Notes opens to the Home Page, a customizable page to open what you use most frequently. This is the default *Basics* Home Page, with links to the core Notes applications (*Mail, Calendar, Contacts, To Do, and Personal Journal*) as well as to the three Productivity Tools:

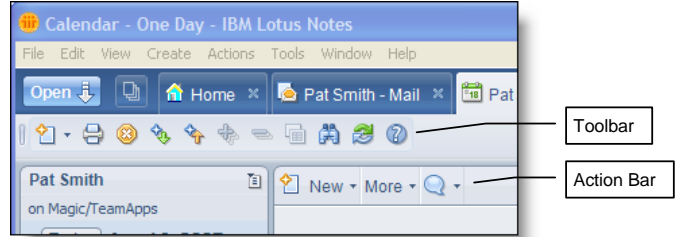




## Toolbars and Action Bar

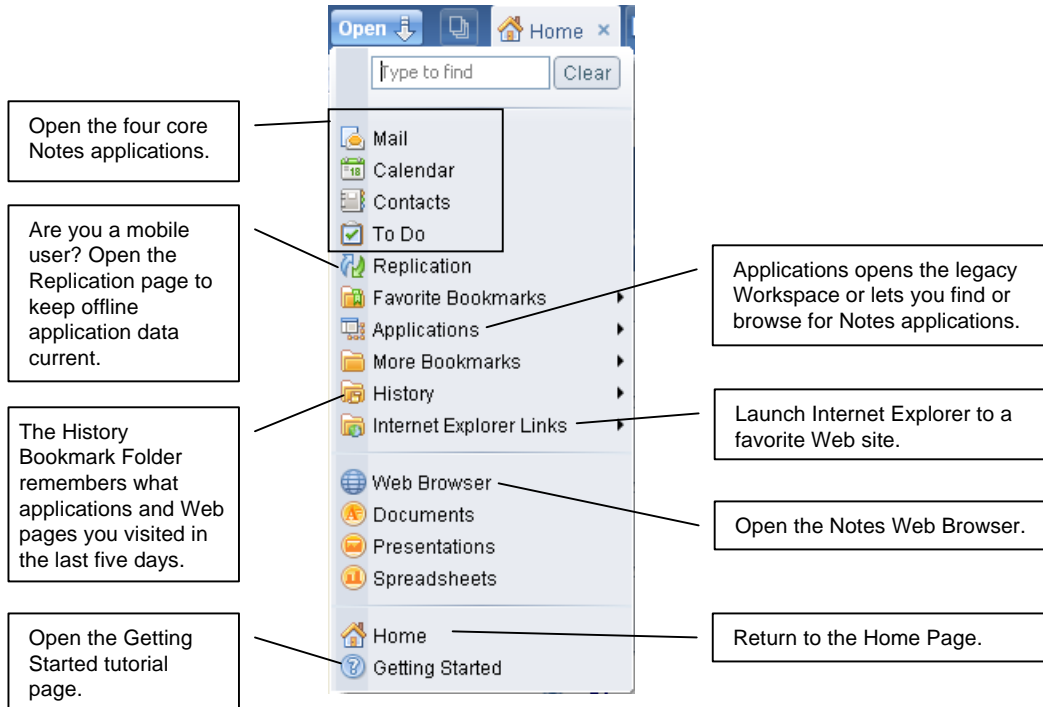
Toolbars contain shortcuts to frequently used Notes commands. The toolbars are context-sensitive to what you are doing in Notes.

The action bar is where you will find shortcuts to application-specific commands.



## Open Button

The **Open** button gives you quick access to the core applications and bookmarks to your favorite Domino applications, Web sites, documents, and search results; as well as files from the file system such as documents and presentations...just about anything!

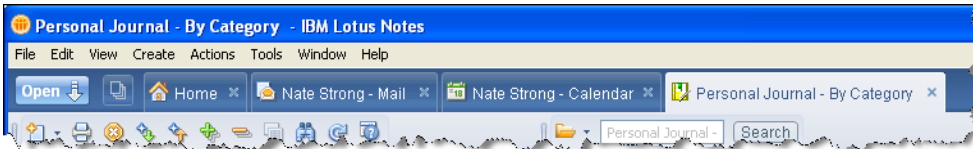


To create a new bookmark on the **Open** button list, drag a window tab to the **Open** button and drop it where you want the bookmark to appear.



## Window Tabs

You will often have a number of windows open, each showing a different application, view, document, or Web site. One tab appears for every window you have open, allowing you to quickly change to another window or close a window by clicking the **X** on the tab.





## Quick Notes

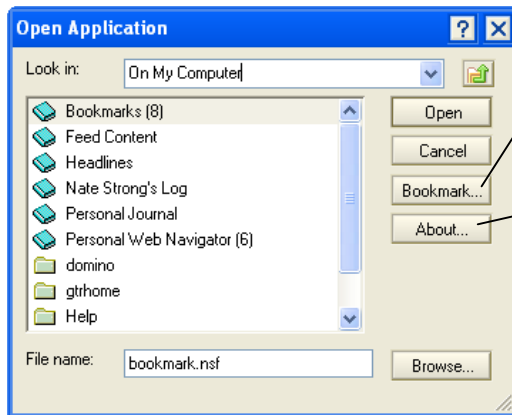
Click the blue arrow halfway down the right side of the Basics Home Page to open Quick Notes. Here you can send a **Memo** and click **Contact**, **Journal entry**, or **Quick reminder** to create those types of Quick Notes in your Calendar or Personal Journal.

**Note:** Messages sent from Quick Notes do NOT get saved to your Mail (but the Contacts, Calendar entries, and Personal Journal entries you create DO get saved in their respective applications).



## Open any Application

To open a Notes application, choose **File – Open - Lotus Notes Application** (or **Ctrl+O**). Choose "On My Computer" for a list of applications on your computer or select the Domino Server name to see its applications (these are shared by multiple users). Then select the application and click **Open** (or press **Enter**).



Select one or more applications and click **Bookmark...** to create a bookmark to the application in a bookmark folder. (a bookmark to any application you open will automatically be created in the *History* bookmark folder.)

Click **About...** to see additional information about the application, such as its purpose, policies, and who to contact if you need help using it.

Drag the corner to resize Open Application.

Once you bookmark an application, you won't need to use this dialog box to open it; just click the bookmark! Your ability to use an application depends on your rights set in the application Access Control List.



## Shortcut Keys

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

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



## Application Window

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

The screenshot shows a web-based application interface. At the top, there are browser tabs and a search bar. Below that is a navigation bar with buttons like 'New Main Topic', 'New Response', etc. A left sidebar contains a tree view of folders and views. The main area displays a list of documents with columns for Date, Topic, and a star icon. A preview pane at the bottom shows a document titled 'How to make Budget Meetings more productive'.

**Action Buttons**: Located at the top right of the document list, including 'New Main Topic', 'New Response', 'New Response to Response', and 'Chat with Author'.

**View or Folder Pane shows documents and responses. Double-click row to open document. Click triangles (twisties) to expand thread.**: Points to the left sidebar and the document list.

**Use cursor keys, scrollbar or PageUp/ Page Down to navigate in the View.**: Points to the document list.

**Preview Pane**: Points to the bottom section showing a document preview.

**Unread documents have stars and/or are bolded**: Points to the star icon and bolded text in the document list.

**Folders and Views**: Points to the left sidebar.



## Document Window

Documents are where you write down your ideas and share them with other people.

The screenshot shows a document window for editing a discussion. It includes a header with 'Save & Close', 'Mark Private', and 'Cancel' buttons. The main form has fields for 'Subject' and 'Category'. The 'Content' field contains a summary and a full analysis section with rich text and an embedded Excel table. A file attachment icon is also present.

**Action Buttons**: 'Save & Close', 'Mark Private', 'Cancel'.

**Subject Field identifies document in Views.**: Points to the 'Subject' field containing 'Product line is missing children's sizes'.

**Click the helper button to choose from a list of Categories to group documents in categorized Views.**: Points to the 'Category' dropdown menu.

**Rich Text formatting in Content Field includes tables and images.**: Points to the 'Full Analysis' section.

**File attachment. Double-click an attachment icon to view, open, edit, save, or delete the attachment (a built-in file viewer supports over 100 file formats).**: Points to the 'ddb5.rtf' attachment icon.

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

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