

Lotus®

Quick Reference for Macintosh

Lotus Notes Release 3

Getting Started

Keyboard

Menu & Mouse

Open database (add to workspace)	⌘ + O
Read a document	RETURN
Close a document or database	⌘ + W
Cancel a server operation	⌘ + . or ESCAPE
Exit Lotus Notes®	⌘ + Q

File - Open Database or double-click icon
Double-click document
File - Close Window
File - Quit

The Workspace

Keyboard

Menu & Mouse

Database icons

Move a database icon	⌘ + SH, ← ↑ ↓ →, ENTER
Auto-arrange database icons	
Delete a database icon	DEL + or <option> + DEL
Show/Hide unread counts	
Show/Hide server names	
Show/Hide file names	

Drag icon to new location or page tab
View - Arrange Icons
Edit - Clear
View - Show Unread
View - Show Server 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	⌘ + ? or HELP
Browse the Help database	
Open the Help database	

Current Task (System 7) Apple® - Help (System 6)
Help - Table of Contents/Index
File - Open Database, select "Notes Help Release 3"

Help buttons appear at the top of Help documents




+ For Extended Keyboards Only

Using Views	Keyboard	Menu & Mouse
Read selected document	RETURN	Double-click document title
Next/Previous unread document	TAB/SH+TAB	
Find/Find Next	⌘+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	⌘+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	⌘+X/F2,C/F3,V/F4	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)	⌘+W <i>or</i> ESC	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

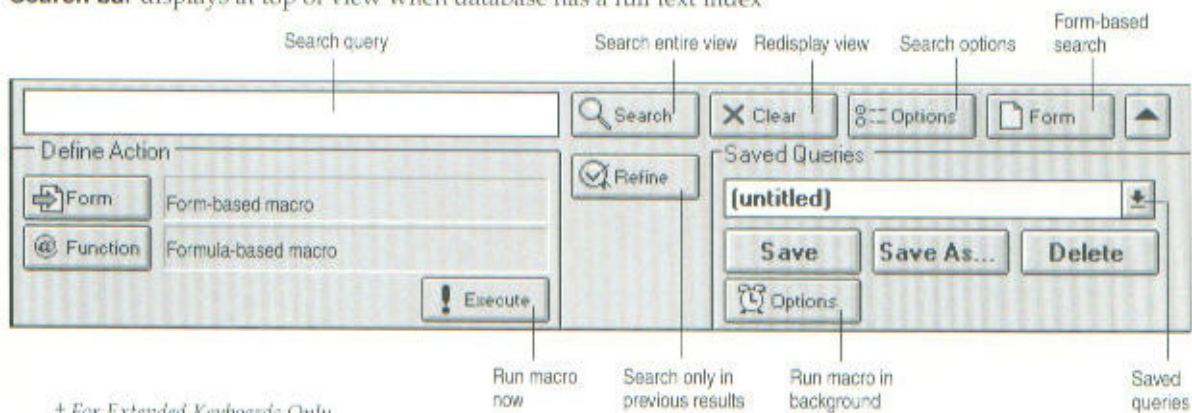
Managing Windows	Keyboard	Menu & Mouse
Display open windows side-by-side		Window – Tile Windows
Display all open windows in a stack		Window – Stack Windows
Minimize all open windows		Window – Minimize All
Maximize all open windows		Window – Zoom All
Select an open window		Window, select a window title
Cycle through open Notes windows	⌘+F6†	
Return to the Notes workspace		Window – Workspace

† For Extended Keyboards Only

Reading Documents	Keyboard	Menu & Mouse
Unread Documents		
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, <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
Find/Find Next	⌘+F/G	Edit – Find & Replace/Find Next
Doclinks		
Create a doclink		Edit – Make DocLink
Open a doclink 	SPACE	Double-click
Display name of linked database & view		Click and hold
File Attachments		
Display attached file's name, size, date		Edit – Attachment – Information
Detach attached file		Edit – Attachment – Detach or double-click
Launch attached files		Edit – Attachment – Launch
† For Extended Keyboards Only		

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	⌘+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	⌘+ -/+	

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



† For Extended Keyboards Only

Using Notes with Other Products**Keyboard****Menu & Mouse****File attachments**

Attach files (within rich text fields only)
Display attached file's name, size, date
Detach attached files, store on disk
Launch attached file

Edit - Insert - File Attachment *or* File - Attach
Edit - Attachment - Information
Edit - Attachment - Detach *or* double-click
Edit - Attachment - Launch *or* double-click
File - Import/File - Export

Import/Export files**Printing****Keyboard****Menu & Mouse**

Print document or view
Page setup

⌘+P

File - Print
File - Page Setup

Dialing Notes Servers**Keyboard****Menu & Mouse****Set up network ports or modem**

Tools - Setup - Ports

Enable background exchange

Tools - Setup - User, ☒ Background Program

Work in a local database replica

Create a replica copy of a database
Set replication options for local mail file

File - New Replica

Tools - Setup - Mail, Workstation-based mail,
click Replication

Switch between workstation-based mail
and server-based mail

Tools - Setup - Location *or* Tools - Setup - Mail

Exchange documents with a server
Start background exchange

Tools - Replicate

Tools - Replicate, ☒ Background Exchange

Work with servers

Identify home server
Display the servers you can call

Add to the list of servers you can call

Tools - Setup - Location

Open your personal Name & Address book,
View - Connections

Open your personal Name & Address book,
Compose - Connection - Remote

Enter a dialing prefix

Tools - Setup - Location *or* Tools - Call

Call a server


Tools - Call

Disconnect from a server

Tools - Hang Up

Cancel a server operation without
disconnecting

⌘+.

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	⌘+E	Edit - Edit Mode
Select/Deselect contents of document	⌘+A	Edit - Select All
Select/Deselect character-by-character	SH+ → / ←	
Select/Deselect word-by-word	⌘+SH+ → / ←	
Cut/Copy/Paste	⌘+X/C/V	Edit - Cut/Copy/Paste
Create a doclink to this document		Edit - Make DocLink
Create a pop-up message		Edit - Insert - PopUp
Attach a file or database to document		Edit - Insert - File Attachment
Undo last action	⌘+Z, F1†	Edit - Undo
Find and replace/Find next	⌘+F/G	Edit - Find & Replace/Find Next
Spell check		Tools - Spell Check
Encrypt a document		Edit - Security - Encryption Keys
Format text		
Font, Color, Strikethrough, Size	⌘+K	Text - Font
Normal/Bold/Italic/Underline	⌘+T/B/I/U	Text - Normal/Bold/Italic/Underline
Enlarge/Reduce text		Text - Enlarge/Reduce
Align text		Text - Alignment
Format paragraphs		
Margins, Tabs, spacing, other	⌘+J	Text - Paragraph
Create paragraph styles		Text - Paragraph Styles
Show/Hide ruler	⌘+R	View - Show Ruler
Ruler displays at top of document		
		
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	F7, then F8†	Drag body's left margin to the right
Pagination		
Show page breaks		View - Show Page Breaks
Pagination options	⌘+J	Text - Paragraph
Forced page break	⌘+L	Edit - Insert - Page Break
Headers/footers		Edit - Header/Footer
Close and save current document	⌘+W	File - Close Window
Save a document without closing it	⌘+S	File - Save
Save, transmit; open blank form	⌘+SH+RETURN	
† For Extended Keyboards Only		

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
- Tools – SmartIcons

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



Using Notes Mail

Keyboard

Menu & Mouse

Create a Notes 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

⌘ + 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

⌘ + W

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

- 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

† For Extended Keyboards Only

Lotus

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