Using IBM® Lotus Notes® 8

Open List

Tabs row to access open documents

Search Center

Click here for Home Page options

Personalize the Welcome Page

Standard Toolbar

Lotus Notes 8   Home   IBM

Sidebar Shortcuts in docked position

Lotus Applications

Mail	New	Presentations	New	
Calendar	New	Spreadsheets	New	
Contacts	New	Documents	New	
To Do	New	Personal Journal	New	

Lotus Productivity Tools
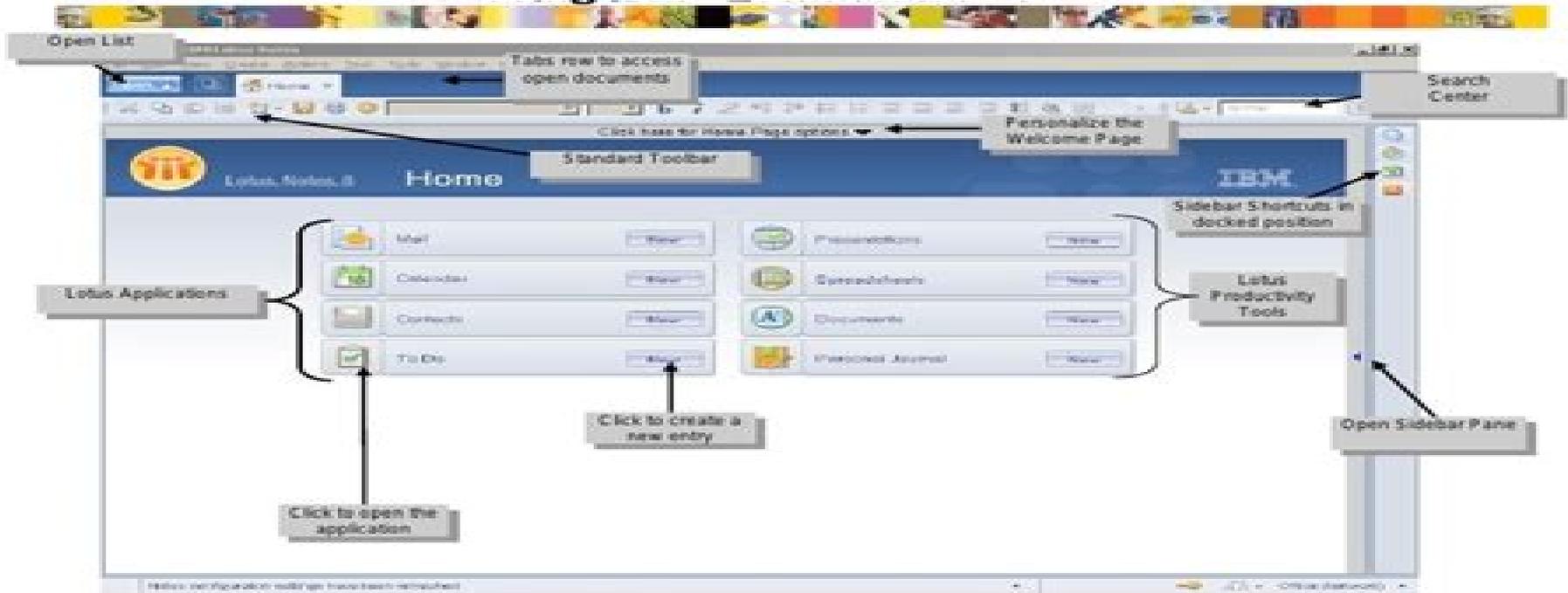
Click to create a new entry

Open Sidebar Pane

Click to open the application

Tip: Click **More Buttons** on any toolbar to see additional toolbar buttons or context-sensitive functions.

User interface

To...	Do This...
Customize your Home Page	Click here for Home Page options
Start an application	Click Open
Find an application	Type a keyword.
Preview the selected document on the right side or the bottom	Click Show
View thumbnail images of open windows	Click
Toggle between Sidebar applications	Click an application.
Use the Search Center interface	Click
Customize application behavior	Click **File → Preferences**.
Find an application	Click Open and then type a keyword.
Use Advanced menus	Click **View → Advanced Menus**.
Identify Action bar icons	Hover over icons.

Shortcuts

To...	Do This...
Restore	Press Alt+F5.
Minimize	Press Alt+F9.
Maximize	Alt+F10.
Stop operation	Press Ctrl+Break.
Switch windows	Press Ctrl+F6.
Move to next window	Press Ctrl+Tab.
Open Search	Press Shift+Alt+S.
Close active window	Press Esc.
Dynamic help	Press F1.
Lock user ID	Press F5.
Move to next pane	Press F6.
Open Menu bar	Press F10.
View next document	Press Enter.
View previous document	Press Backspace.
Edit a document	Press Ctrl+E.
Attach a file	Press Alt+F+A.
Import a file	Press Alt+F+I.
Create a memo	Press Ctrl+M.
Mark a message read	Press Shift+Tab.
Selects several messages	Press Ctrl+Click or Press Shift+Click.

[Lotus Notes Help Guide](#)

Sabine Zange

Lotus Notes Help Guide:

Unveiling the Magic of Words: A Review of "**Lotus Notes Help Guide**"

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