IBM Lotus Notes Basic Client Cheat Sheet v1.0

intec

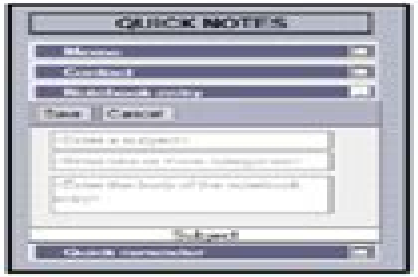
Created by Paul Withers
Updated Dec 2012

Navigating Notes

Use the Open menu to get to all applications. There is a box to start typing in to filter the list.

Bookmarks	The left-hand side of the Notes Client gives quick access to common applications. To add an icon to the bookmark bar, just drag an open tab across to the bookmark bar.
Workspace	The familiar Notes workspace of tabs of chicklets for all your applications
Ctrl + Tab	Cycle through open tabs
Alt + Home	Return to Home Page
Ctrl + Break	Cancel the current operation. **NB** Some code may already have run, affecting documents and data.

Do you want to see a specific set of tabs each time you open Lotus Notes? Then open then and choose **File > Save Window State**.



Quick Notes

The sidebar gives access to quick notes, for quickly adding memos (emails), contacts, notebook entries and reminders. You don't have access to add rich text content, but this area is only intended to quickly perform regular tasks.

Just expand the relevant section, fill in the fields and click Save. Additional information appears at the bottom of the relevant section.

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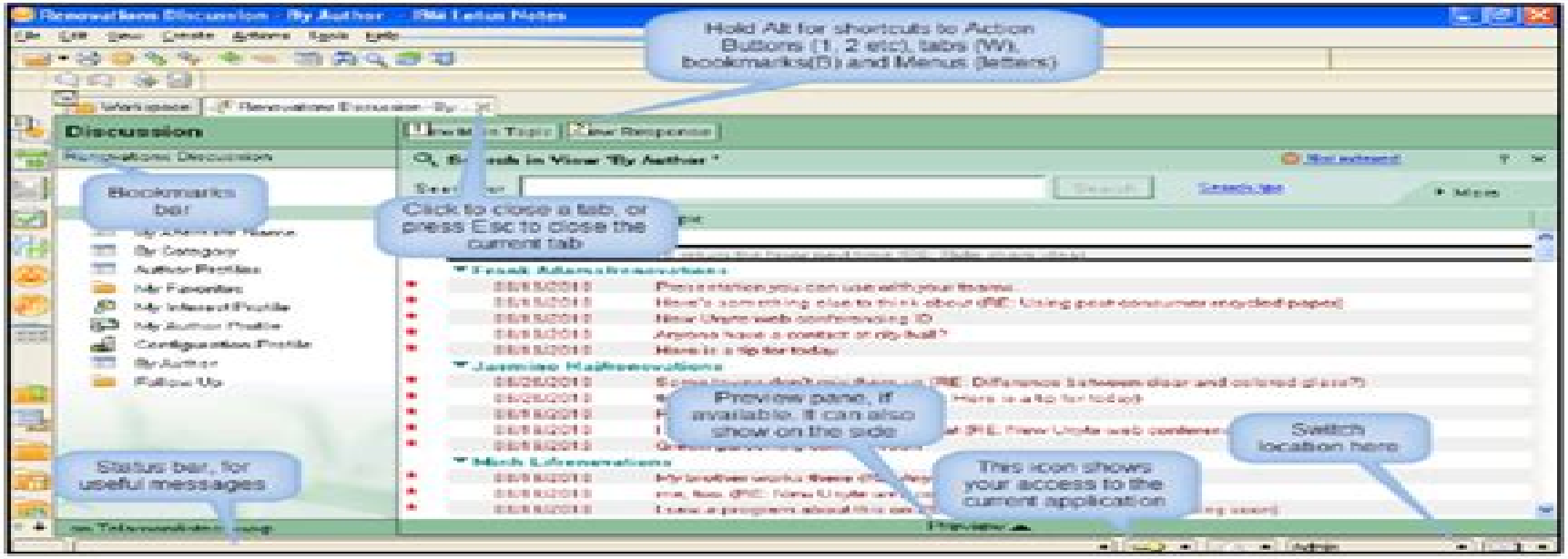

Student Manual And Data Lotus Notes 65 Basic

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