The Welcome Page
The main user interface of Notes 5 is the Welcome Page. The four main parts of the new interface are the Welcome Page, the Bookmark Bar, the Navigation Bar, and the Task Bar.

Bookmark Bar
Notes 5 uses Bookmark Folders to store your databases. (Notes 4.5 used the Workspace to store your databases.)

Use the Favorite Databases folder to store your frequently used databases.

The Databases folder contains your Notes 4.5 databases.

The More Bookmarks folder is an extra folder. Use it for anything you wish to bookmark.

The Internet Explorer Links folder contains links to the Web pages that have been designated as "favorites" in Internet Explorer.

The Netscape Links folder contains links to certain Web pages bookmarked in Netscape.

Navigation Bar
The Navigation Bar lets you move back and forth between open documents, refresh a view, perform searches, and open Web pages.
**Task Buttons**
Every time you open a database or a document, a task button appears on the Notes Task Bar. There will be one task button for each open item.

**Displaying the Notes 4.5 Workspace**
The main user interface in Notes 4.5 was the Workspace, which consisted of database icons and workpages.

Notes 5 allows you to display a workspace that looks like the Notes 4.5 Workspace. To do this, you simply open the Databases folder on the Bookmark Bar and select **Workspace**.
This topic provides information about:

- The Starting Point
- Welcome Page Overview
- Welcome Page Layout (Basics Style)

**The Starting Point**
The Welcome page is the "front-end" of Notes 5, meaning that it is the first thing you see when you start Notes. As a result, the Welcome page is your starting point for each Notes session.

**Welcome Page Overview**
The Welcome page is useful because it allows you to:

- Access specific information
- Open and monitor databases
- Create several types of documents
- Open and search for Web Pages

**Welcome Page Layout (Basics Style)**
The Welcome page can be displayed in a number of different styles (or sub-pages). One example of a default (i.e. not customizable) style is the Basics style displayed below.
The icons and links on the far left side of this Welcome page style are used to access your Inbox, Calendar, Address Book, or To do list. In addition, you can create a memo, calendar entry, contact, or to do item.

The icons and links on the far right side are icons and links that you can use to take tours of Notes 5, or to perform other actions, such as customizing this page. You can also perform searches from the Welcome page. For example, if the Notes Database Catalog is selected in the Search list box, you can search for a specific database by typing part of the database’s name in the for field and clicking on the Search button.

In addition to Basics style, you can display other default styles:
Other default styles include:

- Basics
- Headlines with AOL
- My News
- Lotus Notes & Domino news
- Basics Plus

Note: You can also create a new style and customize it to display the features you need.

You can use any of the welcome page styles that you prefer, or switch between them if desired. In most organizations, the default Welcome page style for desktop users is the organizations Home style.
**Bookmarks**
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This topic provides information about:
- **Introduction**
- **Bookmark Concepts**

**Introduction**
One of the most important changes in Notes 5 is the adoption of bookmarks as your primary method of accessing databases. Bookmarks are similar to database icons in the old workspace; you can open a database by clicking on its bookmark.

However, bookmarks are more powerful than database icons because they can be used to open documents, Web pages, forms, or even specific views within a database.

**Bookmark Concepts**
All of your bookmarks are located on the Bookmark bar. The bookmarks themselves can be located either directly on the Bookmark bar or inside a bookmark folder on the Bookmark bar.
When you first start using Notes 5, the first five bookmarks on this bar will appear by default. In general, you can use these bookmarks to access important databases and views, such as your calendar. While it is helpful to have bookmarks on the Bookmark bar, the majority of your bookmarks are going to be inside bookmark folders. Examples of bookmark folders are displayed in the image above (i.e. the bottom four bookmarks on the bar).

Bookmark folders provide you with a convenient way to organize a large number of bookmarks. It is important to note that you can store a bookmark for any type of item in any bookmark folder. However, it is generally a good idea to use bookmark folders to separate bookmarks by type. The figure below shows the Databases bookmark folder when it is expanded. You can expand any bookmark folder by clicking on it. When expanded, a bookmark folder displays the bookmark subfolders within it.
Warning: Please be aware that if you add a bookmark directly to the Bookmark bar instead of a Bookmark folder, you may sometimes find that the Bookmark icon for the bookmark disappears. If you move your cursor over the area of the Bookmark bar where you placed the bookmark, you should still be able to see the name of the bookmark and access the bookmark by single clicking.
**Introducing Task Buttons**

Notes 5 has made it easier for you to switch between open Notes items by replacing the **Window** menu with task buttons. Every time you open a database view or a document, a task button appears near the top of the Notes window. There will be one task button for each open item. You can use the task buttons to switch instantly to different open items, which means that you don’t have to use the **Window** menu as you did in previous versions of Notes.

**Warning:** When you open a large number of items, the task buttons may become small or appear cut off. When this happens, you may want to close any unnecessary items.
Tip: Whenever a task button is too small to display the name of the item, you can hold the mouse cursor stationary over the task button to display its full name.

Switching Between Windows
You can use the following step to switch between windows:

1. Click on the Task button for the desired item.

Tip: You can also press Ctrl+Tab repeatedly to switch between open windows.

Closing Windows
If you want to close a window other than the currently displayed window, follow these steps:

1. Hold the mouse pointer over the correct item's task button until the window's Close button appears.
2. Click on the window's Close button.

Note: You can also close the currently open window by pressing the Esc key.
Navigation Bar
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This topic provides information about:
  Introduction
  Navigation Concepts
  Navigation Buttons

Introduction
Because of the popularity of Web browsers and the ease with which many people pick up Web navigation, Notes 5 comes with a browser-style navigation tool known as the "Navigation bar."

Navigation Concepts
You can use the Navigation bar to:
  Move through open items
  Re-open items that have been closed
  Refresh a view
  Perform searches
  Open Web pages or other files

Navigation Buttons
You can use the Back or Forward buttons to move backward and forward through items you have opened in the current Notes session.
You can tell which Notes item will be displayed or opened by clicking on the down arrow to the right of the button. This will display a menu listing the items that have been opened in the current Notes session, in the order in which they were displayed.

![Menu showing items]

**Note:** that you can also use the menu to select any item that you want to re-display, which is helpful if the item was not the last item displayed.

You can use the **Stop** button to stop certain actions that Notes is performing, such as connecting to a Domino server to check for mail or downloading a Web page from the Internet.

You can use the **Refresh** button to refresh the currently displayed view or document.

You can use the **Search** button to launch several different types of searches, including searches of a view, a document, your Notes domain, or the Internet.

You can use the **Open URL** button to open a Web page or a file on your workstation or network.

**Tip:** If you want to keep the Address bar displayed all the time, click on the push-pin icon to the right of the Address bar (shown in the graphic below). This will pin the Address bar open.

![Address bar with push-pin]

**Tip:** If you can't remember what a particular Navigation button does, simply hold the mouse pointer over the button and pop-up help will be provided.
Quick Reference - Notes R5 Replication

Replication is a 2 way conversation between 2 servers, your computer and the Notes server. Replication exchanges new documents, changes to existing documents and document deletions between a local database replica copy on your computer and the Notes server copy. In that way replication synchronizes your local and server database copies.

You MUST have local replica copies of the databases you want to replicate. If you do not already have local replica copies, please see the section below: "Creating a New Replica Copy of a Database".

You MUST also be connected to replicate. Once you are connected you may start replication (the conversation) using the instructions below.

Location Setting

On the gray bar at the bottom of your screen, in the second box from the right, is an indicator that describes your location.

When working in the office connected to the server, click on Office (Network). This tells Notes to look for a network connection.

When working locally at home or on the road, choose Island (Disconnected). This tells Notes that you are NOT connected to the network.

When working remotely and dialed into the network to replicate, choose Office (Network) as your location. This tells Notes to look for a network connection.

If you are working in the office, connected to the server and get an error message "Path to server not found" or "Server not responding", check your location setting and make sure you are set to Office (Network).

Replicator Page

Accessing the Replicator Page using the Bookmarks
How to Replicate

Connect to the network as usual and open Notes. Once you are connected open the replicator page.

Click on the **Start** button.

Each database that has a checkmark in the white box along the left be replicated.

If there is a database selected that you do NOT want to replicate, click in the white box to the left of the database name to remove the checkmark and deselect it.

Replication will begin in the background. You can do other work on your computer while replication is taking place, but **DO NOT CLOSE NOTES** or replication will be canceled.

A hand will appear on the screen and will point to the database that is being replicated. To skip a database after replication has begun, click on the **Next** button in the bottom right corner of the Replicator Page.

The **status bar** at the bottom of the Replicator Page will give you information about your replication.

When 'Idle' appears beside the icon of the server at the bottom left of your screen, it means that replication has finished.

You can stop replication at any time without hurting any of the replication that you have done so far. Just click on the **Stop** button in the bottom right corner of the Replicator Page.

To replicate only your mail, click on the **Send & Receive Mail** button on the Action Button bar.

To replicate only your outgoing mail, click on the **Other Actions** button on the Action Button bar. Select **Send Outgoing Mail** and this will deliver your outgoing mail.

To replicate only one specific database, highlight that database by clicking on the line where that database appears. Click on the **Other Actions** button on the Action Button bar. Choose **Replicate Selected Database**.
Adding or Deleting Databases from the Replicator Page

If you create any new replica copies of databases, a copy will automatically be added to the replicator page.
To remove a database from the replicator page, click on the database name in the list of databases that appear on the replicator page. Then press Delete and OK.

Replicating a Single database from a Workspace Icons

If you use the old Notes Workspace and have a Local Replica Copy, the two copies of the database may be stacked on top of each other with a small blue triangle in the top right corner of the database icon. NOTE: If your icons are not stacked in this manner you may select View, Stack Replica Icons from your menu bar to stack your database icons.
When you click on the blue triangle, a list will be displayed.
To replicate only this database, click on the triangle and choose Replicate.

Creating a New Replica Copy of a Database

Open a database or from the workspace click on the server copy icon of the database.
Select FILE - Replication - New Replica from the menu bar and the following dialog box will be displayed.
If you click on Immediately from the New Replica box that appears, a local replica copy of the database will be created.

If you click on Next Scheduled Replication, a local replica copy will be created with NO DATA in it. The next time you replicate all databases, the data will replicate to this database from the server.
Click the "OK" button to begin the process. You may open the Replicator Page and you will see the status of replication while you are making the new copy. (NOTE: You must be connected to the server to do this.)
A copy of the database icon will appear on the Replicator Page. A copy will also appear as a stacked icon on your workspace (it will appear on top of the server copy of the database).
HELPFUL HINTS

Before traveling, replicate your mail while connected to the network at the office. This will reduce the amount of time required to replicate your mail from the road.
When working in Island mode on the road, create mail and send it as usual. Your mail will be stored in the Outgoing Mail database until you connect to a server to send it.
To receive mail while traveling, dial in and connect to the network. Open Notes and choose Office as your location mode. Open the Replicator Page. Click on Send and Receive Mail. When the word "Idle" appears next to the icon of the server at the bottom of the screen, replication has finished. Change back to Island mode. Hang up your connection to the network.
You can read, respond to, and delete your mail in Island mode. Any outgoing mail you create will be saved in the Outgoing Mail database. Any mail you delete in local mode will be deleted from the server the next time you replicate.
If you have pending mail in your Outgoing Mail box, the next time you connect and switch from Island to Office, a dialog box will be displayed that states: "You have outgoing mail pending. Do you want to transfer it now?" Click on "Yes" and your pending outgoing mail will be sent. If you only need to send mail you created while disconnected, clicking on "Yes" sends that mail but does not replicate your mail or other databases. Outgoing mail is also transferred during replication.

For additional information on Replication
click on the "Take the Notes R5 CBT Training" link found on the Notes Welcome page.
Need some Training?
Take the Notes NG COT Training
This topic provides information about:

Introduction to Notes 5 Mail Database
The Mail Section
The Calendar Section
The To Do Section

Introduction to Notes 5 Mail Database
The mail database in Notes 5 is divided into three sections:

- The Mail section
- The Calendar section
- The To Do section

Dividing the mail database into sections eliminates the clutter in the navigation pane. This in turn eliminates the confusion caused by having unrelated views and folders mixed together. The division of the mail database into sections is reinforced by the fact that each section opens in its own window and has its own task button. In addition, each section has its own bookmark.

The Mail Section
The Mail section is where you send, receive, save, and organize memos. That is why it contains the views and folders related to these activities, such as the Inbox and Sent folder.
The Calendar Section

Another section of the mail database is the Calendar section. You can display this section by clicking on the Calendar icon at the bottom of the navigation pane.
The Calendar section is the section of the mail database where you manage your schedule and organize meetings. That is why it contains the views and folders related to these activities, such as the Calendar and the Meetings view.

**The To Do Section**

The third section of the Mail database is the To Do section. You can display this section by clicking on the clipboard icon at the bottom of the navigation pane.

The To Do section is the section of the mail database where you can assign tasks to yourself and to co-workers. This is why it contains the views and folders related to these activities, such as the To do list.
Using Mail and Attachments
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Opening the Mail Database
The mail database in Notes 5 is divided into three sections: the Mail section, the Calendar section, and the To Do section. The Mail section, which contains your Inbox, is used to send and receive mail messages.
You can open the Mail section by clicking on the Inbox icon on the Bookmark bar.
You can also open your mail database by clicking on its bookmark in the Favorite Databases folder.
However, if you use this method, you may have to select the Mail section after the database opens.

The Mail Section
The Mail section of the mail database is divided into two panes:
The View pane is where your mail messages are listed.
The Navigation pane is used to move to different folders within the Mail section of the database, such as the Inbox, Draft, and Sent folders.

Reading Mail Messages
You can read a new or existing mail message by double clicking on the desired message in the View pane. This will open the message using the Memo form.
The top part of the Memo form displays header information, which consists of the sender's name, the date, the names of the recipients, and the subject of the memo. The bottom part of the Memo form displays the actual text of the message.
Creating and Sending Mail

Step 1: Display the Memo form by either:

- clicking on the New Memo button in the Mail section
- selecting Memo from the Create menu
- clicking on the Mail segment of the Status bar and selecting Create Memo

Step 2: Address the memo by typing the recipient's address (or name) in the To, cc, or bcc fields, or use the Address button to enter the recipient's name.

Step 3: Type the topic of the memo in the Subject field.

Step 4: Type the message in the bottom part of the Memo form.

Step 5: Click on the Send button.

Addressing a Message

A convenient way to address a memo is to use the Select Addresses dialog box. This dialog box can be displayed by clicking on the Address button on the Memo form's toolbar.
To add a recipient's name to the Memo form:

Use the **Look in** list box to select the address book.
Select the desired recipients from the left hand list box.
Click on the **To**, **cc**, or **bcc** button to add the name.
Click on the **OK** button to save the selections.
Replying to a Memo
A reply memo can be created from the Inbox or the Memo from.
To create a reply memo, follow these steps:
   Select or open the memo that you want to reply to.
   Click on the Reply button on the toolbar.
Select the desired type of reply memo:
   Reply creates a basic reply to the original memo.
   Reply with History creates a reply with the original memo inserted in the reply itself.
   Reply to All creates a basic reply to everyone to whom the message was originally sent.
   Reply to All with History creates a reply with the original memo inserted in the reply itself to everyone to whom the message was originally sent.
After you select the type of reply memo, a reply message is created with the To and Subject fields already filled in (using the information from the original memo).
Type the body text of the reply message, then click on the Send button.

Forwarding a Memo
A memo can be forwarded by selecting it in the Inbox and clicking on the Forward button.
This action creates a new memo. The main difference between forwarding and replying is that you have to enter the address of the person to whom you are forwarding a memo. Also, the original memo is always inserted in a forwarded memo.

Attaching a File
Lotus Notes allows you to attach copies of external files to any rich text field. These files are referred to as attachments.

To attach a file, follow these steps:
   Position the insertion point at the location where the attached file is to appear.
   Click on the Attach File button on the toolbar. This button is easy to recognize by its paper clip icon.
Select the desired file from the Create Attachment(s) dialog box.

Click on the Create button.
Viewing Attachments

When a file contains an attachment, the memo is marked with a paper clip icon in the View pane.

To display an attachment, follow these steps:

- Double click on the memo to open it.
- Select the attached file.
- Select either View, Detach, or Launch from the Attachment menu.

Select View if you want to view the attachment using a built-in viewer. You will not be able to edit the file. Also, the viewer only supports the major file types.
Select Launch if you want to open the attachment in the appropriate application. Of course, the appropriate application must be available on your computer.
Select Detach if you want to save the attachment as a file on your hard drive (or network drive).
Calendar Basics
The Calendar is one of the three sections of your mail database. You can display your Calendar by clicking on the Calendar icon on the Bookmark Bar. If your mail database is already open, you can display your Calendar by clicking on the Calendar icon at the bottom of the Navigation pane.

The Calendar section is divided into two panes:
- the View pane, which displays the Calendar items for the specified range of days (either 1, 2, 5, 7, 14, or 31 days).
- the Navigation pane, which displays the Date Selector and folders found within the Calendar section.
**Opening a Calendar Item**

Calendar items can be opened by double clicking on the desired item in the View pane.

**Calendar Entry Form**

Opened Calendar items are displayed using the Calendar Entry form. The appearance of the Calendar Entry form changes depending on the type of item opened. For example, a Meeting entry would contain an extra tabbed section for attendee invitations and reservations.

The example to the right shows an Appointment entry, which has two tabbed sections:

- **Basics** section contains information about the appointment, such as its name, date, duration, and location.
- **Options** section contains settings that can be used to configure special features of an appointment, such as an alarm.
Creating a Basic Calendar Item
There are five types of Calendar items: appointments, meetings, events, reminders, and anniversaries. A new item is created by clicking on the New button and selecting the desired type.

A blank Calendar Entry form is then displayed, containing all of the fields you need to complete for the selected Calendar item.

Enter the appropriate information in the Subject, Begins, Ends, Time, and Location fields.
Click on the Save and Close button to create the item.

Adding Options
With a Calendar item open, click on the Options tab.

The Pencil In option is used to mark your Calendar as busy during any period of time occupied by the entry.
The Mark Private option is used to prevent other users from seeing the entry.
The Notify me option is an alarm that will warn you of an approaching entry.

Repeating Calendar Items
For Calendar items that occur more than once, Notes offers the ability to create repeating entries. To create a repeating Calendar entry:

1. Create a new Calendar item (or opening an existing item for editing).
2. Select the Repeats option in the Basics tab of the Calendar Entry form to display the Repeat Options dialog box.
3. Set the repeat interval (i.e. daily, weekly, monthly, yearly, etc.).
4. Set the specific day of occurrence (e.g. Monday, Every day, etc.).
5. Set the start date of the item.
6. Set the end date of the item.
7. Click on the OK button to save the settings.

Once a repeating Calendar item has been created, a Settings button appears on the form. Clicking on this button displays the Repeat Options dialog box to allow for changes in the repeat schedule.

### Scheduling a Meeting

To create a new Meeting entry:

1. Click on the Schedule a Meeting button, or double click on the desired date in the Calendar.
Complete the Calendar Entry form's Basics section, then click on the Meeting Invitations & Reservations tab.

Complete the Invite, cc, bcc, Reserve rooms, and Reserve resources fields. Tip: Clicking on the Address Book icon at the end of each field displays the Select Addresses dialog box, which can be used to quickly enter multiple fields (i.e. To, cc, bcc).

Select a meeting time by clicking on the Schedule button and choosing Check all schedules to display the Free Time dialog box.

The Free Time dialog box displays the invitees' availability and is used to change the scheduled meeting time. Change the meeting time (if required) by either:

- checking the Everyone column in the Free Time grid and entering a new time in the Time field, or
- checking the Recommend meeting times list box and selecting a new time from the list

Click on the OK button to close the Free Time dialog box.

Click on the Save and Send Invitations button to send the invitations.
Responding to an Invitation

Invitations appear in the Inbox. In order to respond to an invitation, it must be opened. Double clicking on the item will open it.

You can respond to an invitation by clicking on the Respond button (or the Respond with Comments button) and selecting the desired option.
Attaching Files to E-Mail: How Large is Too Large?

Attaching files to e-mail is one of the best ways to share information inside or outside of our company. Sharing information has obvious benefits, but sharing too large of a file can stress our network and hurt company wide e-mail delivery.

Know your attachment size!

To determine the size of your attachment, attach the file to your memo. Click once to highlight the attachment and select Attachment - Properties from the menu bar.

![Attachment Properties dialog box](image)

The size of your attachment is plainly visible in the Length field of the Properties dialog box shown above. The file listed is 11 Kbytes in length.

Remember that 1,000 Kbytes = 1 Mbyte (Megabyte) or 1 Meg.

The largest file that you are allowed to send is 10 Megabytes. A 5 Meg file can take from 15 to 45 minutes to download over some of our phone lines. This means if your recipient dials in to replicate mail, it will take 15 to 45 minutes to replicate this one message(!). Network transfer times are faster, but any file larger than 5 Meg will almost certainly cause network problems for many or all Armstrong computer users. Because of the slow transfer speeds, file attachments intended for dial-up users should always be 2 Meg or less.

What are your options if your file attachment is larger than allowed?

- Save the files on a network drive that all of the recipients can access.
- Compact the file on a diskette and mail the diskettes. Of course you can't compact a 53 meg file on a single diskette. This would only be applicable to smaller files.
- Copy the file (if necessary compacted) onto a CD-ROM and mail a CD-ROM to each recipient.
- Save the attachment in a Notes database and notify the mobile users who replicate the database that the next replication of the database will result in a lengthy replication. Do not use this option for extremely large attachments such as this one.
Deleting Documents from a Folder or View

Many of you organize your mail in folders. At times you may want to remove a mail document from a folder, but you still want to keep it in your database. At other times, you want to delete it entirely. Here’s what you need to know:

To remove a document from a folder (but still keep it in your database), highlight the document and select Actions - Remove from Folder from the menu bar.

To completely delete the document from your mail database, highlight the document and press the delete key on your keyboard. This will remove it from ALL folders and from the database.

To delete a folder and all of the documents in the folder, double click on the folder to open it. Select all of the documents in the folder and press the delete key on your keyboard. From the menu bar, select Actions - Folder Options - Delete Folder. **NOTE:** If you do not delete the documents first, the system will delete the folder, but the documents will remain in your database.
**Most commonly used keyboard shortcuts**

The tables below are a guide to some commonly used keyboard shortcuts for Notes. For a more complete list of keyboard shortcuts, refer to [Notes keyboard shortcuts](#).

**Note** If you are using a screen reader, you may want to maximize your window so the following tables are completely expanded and accessible.

**Tip** Another way to find commonly used keyboard shortcuts is to refer to the menus in Notes. Each menu item has the equivalent keyboard shortcut to the right of it, or a shortcut letter underlined.

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<td>Next unread document in a view</td>
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<td>arrow keys, or pressing the underlined letter in the menu word</td>
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<tr>
<td>Stop an operation</td>
<td>CTRL+Break</td>
</tr>
</tbody>
</table>
Keyboard shortcuts when in a view

You can use the following keyboard combinations in a view.

In Windows
To do this
Access the Web
Close the current database
Copy selected documents
Cut selected documents
Delete document
Expand a collapsed view
Expand a collapsed view with sub-sections
Collapse an expanded view
Find text
Go to next selected document
Go to next unread document
Go to previous selected document
Go to previous unread document
Jump to next search match in the preview pane
Jump to previous search match in the preview pane
Move to the far right of a view
Move to the far left of a view
Move to the bottom of a view
Move to the top of a view
Navigate through an embedded view
Navigate to next unread in an embedded view
Open the selected document or view
Navigate between views
Paste documents
Print
Rebuild the current view
Select or deselect the selected document
Select an item in an embedded view
Select all documents

Press
CTRL+L, then type in Web address
CTRL+W or ESC
CTRL+C
CTRL+X
DELETE
+
*
-
CTRL+G
F3
F4
SHIFT+F3
SHIFT+F4
CTRL+down arrow
CTRL+up arrow
END
HOME
CTRL+END
CTRL+HOME
arrow keys
TAB
ENTER
arrow keys
CTRL+V
CTRL+P
SHIFT+F9
Spacebar
ENTER
CTRL+A
Toggle between the read and unread mark of a message  
Update all fields  
Refresh existing views in current database  

INSERT  
F9  
SHIFT+CTRL+F9
**Keyboard shortcuts when reading a document**

You can use the following keyboard combinations while reading a document.

**In Windows**

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate a link to a document, view, or database</td>
<td>Spacebar</td>
</tr>
<tr>
<td>Close the active window</td>
<td>ESC</td>
</tr>
<tr>
<td>Edit the document</td>
<td>CTRL+E</td>
</tr>
<tr>
<td>Go to next document in the view</td>
<td>ENTER</td>
</tr>
<tr>
<td>Go to previous document in the view</td>
<td>BACKSPACE</td>
</tr>
<tr>
<td>Navigate to the next tab in a tab table</td>
<td>CTRL+page up</td>
</tr>
<tr>
<td>Navigate to the previous tab in a tab table</td>
<td>CTRL+page down</td>
</tr>
<tr>
<td>Print the selected document</td>
<td>CTRL+P</td>
</tr>
<tr>
<td>Navigate through an embedded outline</td>
<td>Up and down arrow</td>
</tr>
<tr>
<td>Expand a folder in an embedded outline</td>
<td>+ key</td>
</tr>
<tr>
<td>Collapse a folder in an embedded outline</td>
<td>- key</td>
</tr>
<tr>
<td>Select an item in an embedded outline</td>
<td>ENTER</td>
</tr>
<tr>
<td>Navigate through an embedded date picker</td>
<td>arrow keys</td>
</tr>
<tr>
<td>Navigate to next month in an embedded date picker</td>
<td>HOME</td>
</tr>
<tr>
<td>Navigate to previous month in an embedded date picker</td>
<td>END</td>
</tr>
</tbody>
</table>