

# Lotus Notes R5

For Windows

## WHAT IS LOTUS NOTES ?

Lotus Notes Release 5 allows for secure, efficient information management and collaboration. Lotus Notes R5 uses instant, direct email, calendaring, group scheduling, Web access and information management. This guide will focus on the "Client" - your PC rather than the "Server" which would use Lotus Domino.

Enjoy!

## GUIDE DESCRIPTION

Welcome to the Lotus Notes R5 Global Reference Guide. This Guide has been designed to give you, the client, a head start on learning. Special care has been taken to lay out all the key features of this application in a concise manner that is easy to read, understand, and apply. Using this guide alongside Lotus Notes R5, your knowledge and productivity will grow in leaps and bounds. Make certain to keep this valuable resource either reach at all times.

## GLOBAL LEGEND

-  Basic
-  Intermediate
-  Power User
-  Quick Tip
-  Warning Alert
-  Attention Tip
-  Frequently Asked Questions

## Drop Down Menus

### Task Buttons

These tabs represent open windows in folders. You can switch between open windows simply by clicking this tab. To close a window click the (X).

### Bookmark Bar

Bookmark buttons link to databases, bookmark pages, or even Web pages.

### Navigation Pane



### Title Bar

### Universal Navigation Buttons

### Smart Icons

### Action Bar

 You can press the **Esc** key to close any open windows. Notes including an opened message.

## CUSTOMIZE LOTUS

You can customize the Welcome Page by using one of the preset styles, adding an existing style or designing your own. Click the drop-down menu, select a style and click the options button to further customize your Welcome Page.

## SMART ICONS & NAVIGATION BUTTONS

### SMART ICONS - PART 1



### SMART ICONS - PART 2



### FUNCTIONAL NAVIGATION BUTTONS



 Lotus Notes R5 comes with its own Help function that will explain all facets of the application in great detail. The Help drop-down menu at the top gives several choices. The two most relevant are the **Help Topics** and **Context Help (F1)** on your keyboard is the shortcut.

1. Click on the **Help Topics** to bring up the standard Lotus Notes R5 Help database. Information can be accessed by choosing a topic from **Contents** in the left frame information will be displayed in the right frame.
2. Click on the **Index** tab to display an expanded list of detailed topics and select one to display in the right frame.
3. Click the **Search** tab and type in the subject or keyword then click the **Search** button (magnifying glass) to display the detailed information.
4. Clicking on **Context Help** or using the **F1** key will bring up help topics and information relevant to the Lotus Notes window or application you are presently working in (if you are using the **Calendar** feature and press the **F1** key - relevant help topics on this feature will be displayed).

# Guide Lotus Note Quick R5 Reference

**G Thomas**



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