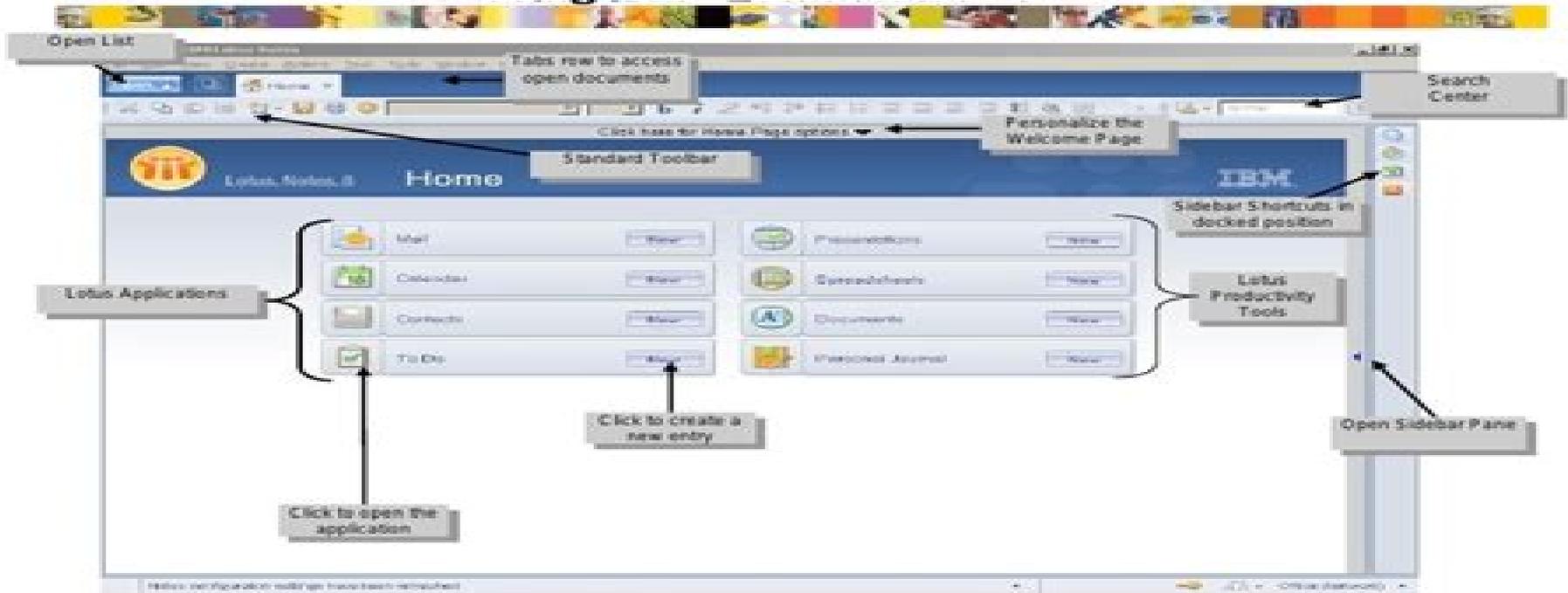# Using IBM® Lotus Notes® 8

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.

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M Woodhall

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