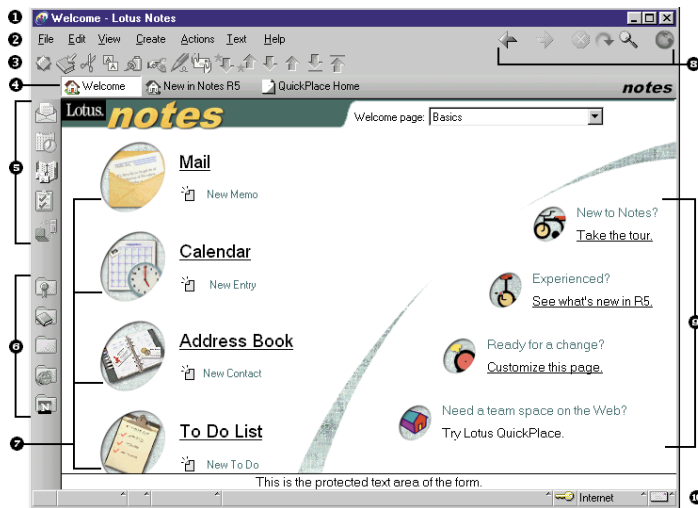




Lotus Notes Welcome Page

The main screen for Lotus Notes 5.0 is the **Welcome Page**. The **Welcome Page** contains icons and toolbars for accessing databases such as **Mail** and **Calendar**. Click the **Welcome** button on the **Task Button Bar** to return to the **Welcome Page** at any time.



- ❶ **Title Bar** – shows the name of the current screen and the program's name.
- ❷ **Menu Bar** – displays menus with commands used in Notes.
- ❸ **SmartIcons Bar** – contains the SmartIcons that allow you to perform tasks quickly.
- ❹ **Task Button Bar** – moves between open databases.
- ❺ **Bookmark Bar** – links you to important places both within Notes and on the Internet.
- ❻ **Bookmark Folders** – groups all bookmarks into categories such as Databases or Favorites.
- ❼ **Database Icons** – opens the four main databases: Mail, Calendar, Address Book, and To Do List.
- ❽ **Navigation Buttons** – navigates within databases or web pages.
- ❾ **Other Icons** – customizes the welcome screen, displays new features of R5, or launches the Notes tour.
- ❿ **Status Bar** – displays context-sensitive messages, icons, pop-up boxes and other information.

Customizing the Welcome Page

The **Welcome Page** can be customized to bring together the databases you use most on one screen.

To create your own layout:

1. Select **Create a new page style...** from the **Welcome Page** pull-down menu.
2. Click the **Basics** tab in the resulting **New Page** window.
3. Enter a name for the custom page in the **Give your page a title** box.
4. Select a frame layout by clicking on the option button of the desired format.

5. Click the **Content** tab to modify the contents of each frame.
6. Click the frame you wish to modify.
7. Select the frame's new content from the list at the bottom left of the window.
8. Click the **OK** button.

To use a pre-made layout:

1. Select a new layout from the **Welcome page** pull-down menu. The new layout will then be displayed.
2. Click the **Options** button located to the right of the pull-down menu to modify the layout.

*Note: To modify the contents of the **New Page** window, follow steps 2-8 under "To create your own layout."*

Databases

A Notes database contains documents relating to a single area of interest. Most databases are custom designed for a specific use, but the **Mail**, **Bookmarks**, **Web Navigator**, and **Address** databases are included with Notes.


Opening a Database

1. Click the database's bookmark icon on the **Bookmark Bar**. (The first time you open a database you may see a document called **"About this Database."** It will describe the purpose of the database. To review this document again, choose **About this Database** from the **Help** menu.)
2. Select **Using this Database** from the **Help** menu to access information about using the database.

*Note: To close the database and return to the **Welcome Page**, press the **Esc** key.*

Moving between Databases

Using the **Task Button Bar** is the easiest way to move between open databases.



- To switch to an open database, click on the database's task button.
- To close an open database, click the **Close**  button on that database's task button.
- To cycle through open databases, press **Ctrl+Tab**.

Creating a Database Bookmark

1. Select **Database** from the **File** menu.
2. Select **Open** from the pop-up menu.
3. Choose the database you wish to bookmark and click the **Bookmark** button.
4. Type a name for the bookmark in the **Name** field.
5. Click the folder that you want to store the bookmark in.
6. Click the **OK** button.

Working with Documents

A document is a database entry (or record) that contains information.

- To open a document, click on the document title.
- To close a document and return to the database view, hit the **Esc** key.
- To close a document and open the next document, click the **Navigate Next**  icon on the **SmartIcons Bar**.
- To close a document and open the next unread document, click the **Navigate Next Unread**  icon on the **SmartIcons Bar**.