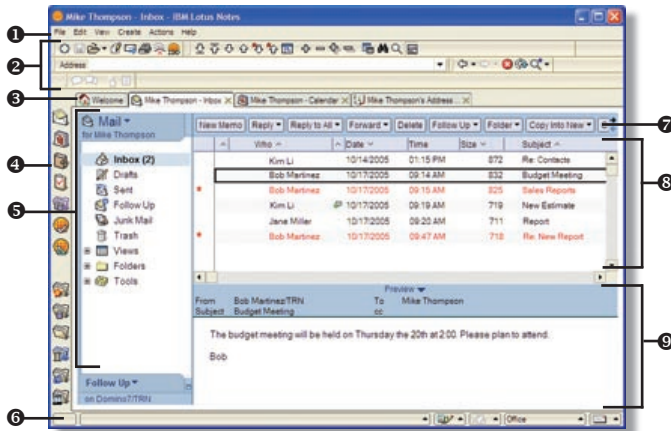


Getting Started

The Lotus Notes Window



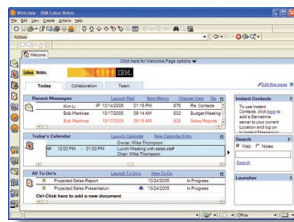
- 1 **Menu Bar** – contains all tools for use with Lotus Notes.
- 2 **Toolbars** – contain tools for working with documents and databases.
- 3 **Window Tabs** – allow the user to switch between open windows.
- 4 **Bookmark Bar** – contains bookmark icons and folders.
- 5 **Navigation Pane** – displays the names of all folders, views, and agents in a database.
- 6 **Status Bar** – gives context specific information about the active window.
- 7 **Action Bar** – contains buttons for common tasks in a view.
- 8 **View Pane** – displays the contents of the current folder, view, or agent selected in the Navigation Pane.
- 9 **Preview Pane** – allows the user to preview documents without opening a separate window.

Note: To display a hidden toolbar, right-click any toolbar, and select the desired toolbar from the pop-up menu.

Customizing the Welcome Page

By default, the Welcome Page is the first screen you see when you start Notes. It contains links to Notes databases and can be customized using a pre-designed layout or a layout that you design yourself.

1. To access the Welcome Page from within a Notes database, click the **Welcome** **Welcome** tab.
2. Click the top border of the Welcome Page labeled **Click here for Welcome Page options**.
3. Do one of the following:
 - To use a pre-designed layout, click the arrow on the **Current Welcome Page selection** box and select an option from the resulting menu.
 - To create your own layout, click the **Create a new Welcome Page** button and follow the directions in the **New Page Wizard**.



Note: The My Work Welcome page (formerly called the Workplace Welcome page) has been added to the New Page wizard.

Displaying the Preview Pane

There are several ways to display or hide the Preview Pane:

- Click on **Preview** at the bottom of the active window.
- Select **Document Preview** from the **View** menu and select **Show Preview** from the resulting menu.
- Click the **Preview Pane** button on the **View** toolbar.

Opening a Database

A Notes database is a single file that contains multiple documents usually relating to a single area of interest.

1. Select **Database** from the **File** menu.
2. Select **Open** from the resulting menu.
3. Enter the name of the server in the **Server** box, or click the arrow on the **Server** box and select a server from the resulting menu.
4. Select a database from the **Database** box, or enter the path and file name of the database in the **Filename** box. (Click the **Browse** button to locate a database.)
5. Click the **Open** button.

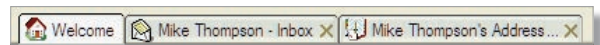
*Note: To quickly open the **Mail**, **Calendar**, **Address Book**, or **To Do List** databases, click the appropriate icon on the **Bookmark** bar.*

Opening a Document

A document is any database entry or record that contains information. For example, an e-mail message is a document in the **Mail** database. To open a document, double-click the document title in the View Pane of the open database.

Managing Open Databases and Documents

All databases or documents that are open will have a window tab located above the View Pane.



- To switch to an open database or document, click on its window tab.
- To cycle through all open items, press **Ctrl + Tab**.
- To close a database or document, click the **Close** button on its window tab, press the **Esc** key, or select **Close** from the **File** menu.
- To close all open window tabs, click the **Close All Open Window Tabs** button on the **Universal** toolbar, or select **Close All Open Window Tabs** from the **File** menu.



Saving the Window State on Exit

You can save the state of your window tabs so that your Notes window will look the same when you reopen Notes as it did when you exited Notes.

1. Select **Preferences** from the **File** menu.
2. Select **User Preferences** from the resulting menu.
3. Under **Startup Options**, check the **Save window state on exit** box.
4. Click the **OK** button.



Saving the Window State

You can permanently save a window state so that Notes always opens with the same window state. (This option is not available if you enable the **Save window on exit** option.)

1. Open the window tabs you want to display.
2. Select **Save Window State** from the **File** menu.

*Note: To clear the saved window state, select **Clear Saved Window State** from the **File** menu.*

