

# LOTUS NOTES®

F O R N O V I C E S

## A Guide for the Perplexed



What is Lotus Notes?



How does Notes use databases?



How do I use Notes on the road?



What is replication and how do I use it?



Can I import non-Notes documents?



And much more!

ALLEN W. SIM

# Lotus Notes For Novices A Guide For The Perplexed

**Karen Hooper**



## **Lotus Notes For Novices A Guide For The Perplexed:**

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*Books in Print Supplement* ,1994 Paperbound Books in Print 1995 Reed Reference Publishing,R5ference Reed,1995-12 *Lotus Notes for Novices* Allen W. Sim,1994-09-06 With the shortcuts in this book you ll be using Lotus Notes today Lotus Notes is the most exciting software in the rapidly emerging field known as groupware which allows many users to share information across a computer network But even though Lotus Notes is being adopted by corporations everywhere the end user that s you the person who is actually expected to use the program every day rarely receives written documentation for the program And the documentation that does exist is unwieldy and not meant to function as a quick how to guide Enter LOTUS NOTES FOR NOVICES a jargon free reference that gives clear easy to understand answers to all your questions Here is everything you need to know to use Lotus Notes including Getting Started The Main Window Working with Databases Working with Documents Notes Mail Notes Remote and more There are also tips on customizing Notes and a glossary that will have you up and running in no time *Lotus Notes for the Novice* Ballanti,Allen W. Sim,1997-11-25

**The Publishers' Circular and Booksellers' Record** ,1918 *IBM Lotus Notes 8.5 User Guide* Karen Hooper,2010-09-03 A practical hands on user guide and eBook with time saving tips and comprehensive instructions for using Lotus Notes effectively and efficiently Step by Step Lotus Development Corporation (Cambridge, Mass.),UNCTAD. Resources Management Service,1995 *Lotus Notes R5 For Dummies* Stephen R. Londergan,Pat Freeland,1999-05-06 From scheduling and setting priorities to communicating and sharing information Lotus Notes R5 gives you the power to work the way you want There s only one problem With all these new features where do you begin Whether you re a Notes newbie who needs a basic orientation or a seasoned Notes developer who wants to get up to speed quickly on the cool new

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Freeland,1996 Now users can get a complete overview of Lotus Notes basics including setting up databases sending memos and storing data By following the instructions in this updated edition users discover how to streamline their workloads save time and take shortcuts as they communicate more effectively with their fellow employees and others

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