

# Lotus Notes R5

For Windows

**GRG**  
GLOBAL REFERENCE GUIDES INC.

## WHAT IS LOTUS NOTES ?

Lotus Notes Release 5 allows for secure, efficient information management and collaboration. Lotus Notes PC users share e-mail, 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 in 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 Out
- Advanced Tip
- Frequently Asked Questions

## Drop Down Menus

### Task Buttons

These tabs represent open windows in Notes. You can switch between open windows simply by clicking the 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, altering 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



### UNIVERSAL 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 selected 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).

# Lotus Notes R5 Quick Reference Guide

**Jin-Ying Zhang**



## **Lotus Notes R5 Quick Reference Guide:**

**Lotus Notes R5 For Dummies Quick Reference** Stephen R. Londergan, Pat Freeland, 1999-06-02 Waste no time with the unimportant odds and ends of Lotus Notes start completing your tasks right away From using super fast Notes enhanced information searches to organizing your calendar this superb bite sized reference Lotus Notes R5 For Dummies Quick Reference gives you the information you need in order to use all the important features of Lotus Notes R5 E mail calendars databases and more all are at your disposal and all these can be stress free after you flip through this handy guide Take advantage of this product s new and improved user friendly interface and discover its easy compatibility with Windows 98 and NT Find out about your options for using Notes on site or on the go All this information and more is at your fingertips in Lotus Notes R5 For Dummies Quick Reference and can easily be accessed thanks to this book s lay flat binding Easy Lotus Notes R5 Cate McCoy, 1999 In the shortest time possible become productive with Lotus Notes 5 Brief simple explanations are designed for the end user in a corporate environment who uses the R5 client both on and off campus to process mail manage scheduling and access the Internet Save valuable time with this optimum resource **Lotus Domino Administration in a Nutshell** Greg Neilson, 2000 Whether you re looking to change messaging servers modify your administration tasks to a simpler and more efficient level or ensure the security and flexibility of your web application server Lotus Domino Administration in a Nutshell will give you the everyday help you need to make the most of this reliable and scalable integrated server platform Jacket **American Book Publishing Record** , 2001 **The British National Bibliography** Arthur James Wells, 2003 PC Mag , 1999-11-02 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology *Sams Teach Yourself Lotus Notes R5 in 10 Minutes* Jane Calabria, Dorothy Burke, Barbara Anderson, 1999 Sams Teach Yourself Lotus Notes R5 in Ten Minutes offers simple practical help for busy people who need fast results Through goal oriented 10 minute lessons you learn to take advantage of the full capabilities of the new Lotus Notes R5 client Even the experienced user of previous versions of Lotus Notes will benefit from this up and running quickly approach to the very new and very different R5 client The ideal reference whether you re on the road or sitting at your desk ten minutes is all you need to learn how to create and manage mail and mail attachments manage calendars and schedules join a Domino discussion group replicate databases and use Notes remotely **Lotus Notes R5** Rupert Clayton, 1999 This title is for beginning and intermediate Notes users who want to maximize the potential of this extremely popular and versatile program Rupert Clayton covers the complete range of end user functionality in Notes including routing and organizing e mail creating and accessing databases and planning and coordinating schedules Subject Guide to Books in Print , 1996 **Lotus Notes 6 For Dummies** Stephen R. Londergan, 2011-04-27 Lotus Notes For Dummies helps readers navigate and employ Lotus Notes to improve productivity and efficiency Covers the enhanced

features of the new version of Lotus Notes including the welcome page instant messaging document sharing calendaring group scheduling and going mobile This is an introductory level book that provides the essential information needed to enable users to get the most from the latest release of Lotus Notes      **Developer's Guide to Lotus Notes and Domino R5** Brett Molotsky,Curt Holmer,1999-03 Written for programmers familiar with Notes this guide focuses on some core design and development concepts providing tips procedures examples and business applications for each concept The first chapters deal with the process of defining a solution for the customer The remainder cover specific material regarding LotusScript classes in the Domino Object Model Java JavaScript and OLE automation The CD ROM contains example files and databases and software demo applications      **Excel 2007 Pocket Guide** Curtis D. Frye,2007-10-25 Moving to Excel 2007 is not a routine upgrade Microsoft's radical redesign of the application's user interface has led to confusion among many who people who have relied on Excel for years Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost With this book in hand you'll be able to find your favorite Excel tools quickly It's packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas pivot tables and more Inside you'll find A visual guide to the new Ribbon interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks in Excel such as working with files editing data formatting summarizing and displaying data Convenient techniques for connecting data across worksheets and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation Tasks in the book are presented as answers to How do I questions such as How do I change the formatting of part of a cell's contents followed by concise instructions for performing the task You'll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others And much more Don't let Excel 2007 baffle you Pick up this convenient pocket guide and learn to navigate this redesigned application with ease      Lotus Notes and Domino R5 Development Unleashed Debbie Lynd,Steve Kern,2000 Learn the latest proven OOA Object Oriented Analysis techniques from a leader in the field Go beyond the basics and apply advanced design techniques to your applications Master all of the development languages available to you in Domino You'll find three chapters each on the Formula Languages LotusScript Java and JavaScript and a chapter on HTML plus a chapter to help you determine when to use each language Analyze your Domino applications using TeamStudio Analyzer Use all of the new features in R5 Resources Outlines Pages Framesets and more Work effectively with Notes security in your applications Take full advantage of the integrated Development Environment IDE Rev up your Web and intranet applications with Java JavaScript HTML and Domino URLs The complete book and source code is contained in a searchable Domino

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