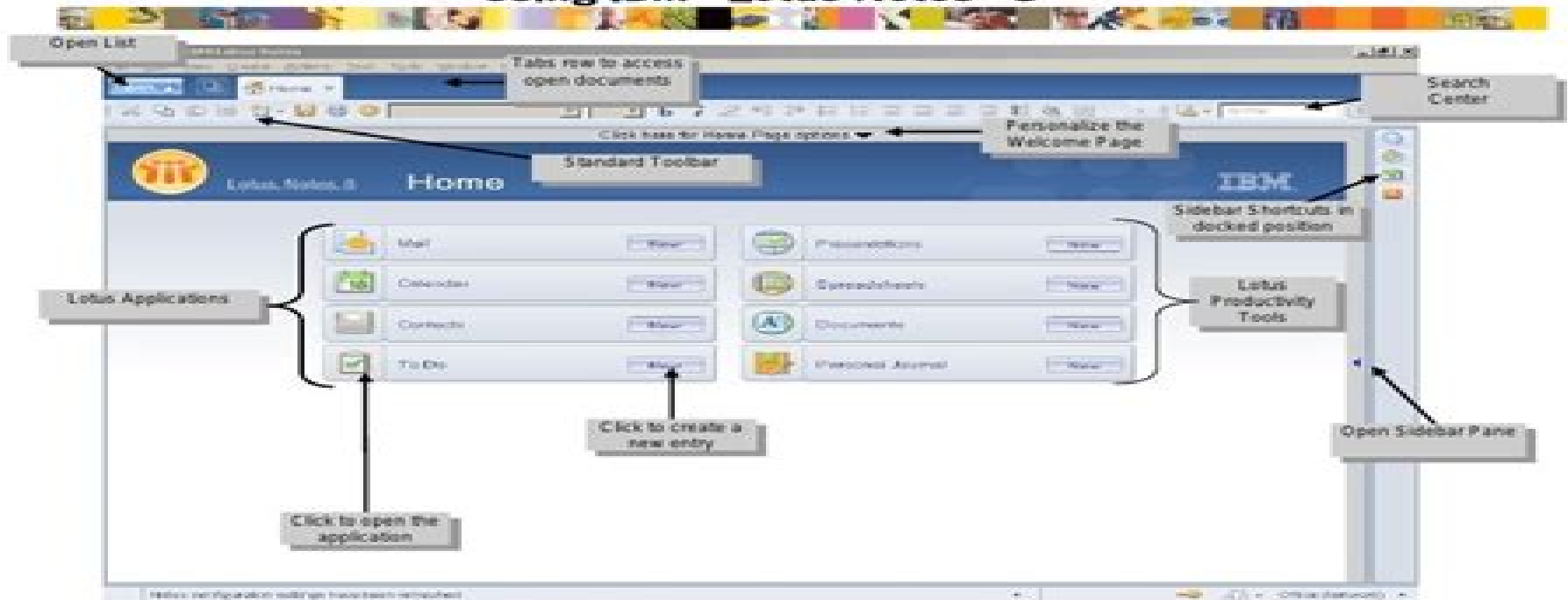


Using IBM® Lotus Notes® 8



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
Find an application	Type a keyword.
Preview the selected document on the right side or the bottom	Click
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 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.

Lotus Notes Help Guide

Steve Kern



Lotus Notes Help Guide:

The Top Books of the Year Lotus Notes Help Guide The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Lotus Notes Help Guide : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Lotus Notes Help Guide : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

<https://www.splashdogs.com/results/uploaded-files/Documents/Genetics%20Unit%20Test%20Study%20Guide.pdf>

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